

# Muhammad Jahanzaib

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OBJECTIVE				
I would like to learn the tricks and traits of the corporate world by working in an environment where not only my learning curve continues to grow but where I can also add value to organization through my innovative ideas and creative skills.				
PROFESSIONAL & ACADEMIC EDUCATION				
Particulars	Institute	Achievements / Highlights	Year	
Masters of Commerce	University of Karachi	Passed 1 <sup>st</sup> & 2 <sup>nd</sup> Semester with 3.5 GPA	2016	
Bachelor of Commerce (2 years)	University of Karachi	Passed all the papers in <b>first attempt</b> secured 1st Division	2013	
Intermediate	Board of Intermediate Education Karachi	Pre-Engineering	2010	
Matriculations	Board of Secondary Education Karachi	Science	2008	
PROFESSIONAL EXPERIENCE				
Organization			Period	
❖ ARTISTIC DENIM MILLS (PVT) LTD			Mar , 2014 to Present	
Working as an <b>Accounts Officer</b> at <b>ADM Finance</b> . <ul style="list-style-type: none"><li>See all the payables</li><li>Book keeping of all invoices</li><li>Maintain the suppliers balances and also deal with them</li><li>Record the purchase invoices on software</li><li>Maintain cheques and vouchers</li><li>Making adjustments and journal vouchers</li><li>Posting all types of expenses and centralized payments</li><li>See that all payments are done in accordance to company policies and procedures.</li><li>Follow up on supporting documents related to the payments.</li><li>Input invoice details on to ERP System Microsoft Dynamics</li><li>Maintain schedules of the supplier’s ledgers.</li><li>Reconcile accounts to ensure all payments have been made</li><li>Completely assist the manager accounts. .</li></ul>				
❖ SAYLANI WELFARE TRUST			JAN, 2012 TO FEB, 2014	
Worked as an <b>Assistant Manager Supply Chain</b> . <ul style="list-style-type: none"><li>Making Consumption sheets and Request.</li><li>Maintain and update Stock, Take and Place Orders.</li><li>Bill Checking and Bill recording.</li><li>Maintain and update Accounts, Public dealing, filing, inventory, mailing, and database system.</li><li>Compile copy and file records of office activities &amp; business transactions.</li></ul>				
PERSONAL INFORMATION		IT PROFICIENCY	LEVEL	EXTRA CURRICULAR
Marital Status	Single	<ul style="list-style-type: none"><li>Proficient in the use of <b>MS Office™</b> applications particularly <b>MS Excel™</b>, <b>MS Word™</b> and <b>MS Power Point</b></li></ul>	- Intermediate	<ul style="list-style-type: none"><li>Interested in playing games and attending seminars.</li><li>Entertainment activities.</li></ul>
Date of Birth	20 September 1993			
Language Proficiency	English, Urdu			
Father Name	Naseem Akhtar			
CNIC	42201-4385640-5			
Nationality	Pakistani			
Gender	Male			
AVAILABILITY		15 days’ notice		
REFERENCES		Available upon Request		