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***URRICULUM***

***v***

***ITAE***

**Muhammad Furqan**

## *CAREER OBJECTIVE*

Want to work in a challenging environment to enhance my capabilities, excel and contribute to the best of my abilities in an organization which offers opportunities for growth. I believe I can be an asset for an organization.

## *PERSONAL PARTICULARS*

# Father’s Name Muhammad Hayat Khan

# Date of Birth 16/01/1997

Religion Islam

Nationality Pakistani

Marital Status Single

Cell 0335-4921855

CNIC 35202-3224652-1

Address House # 68/12 B1 Township Lahore

## *QUALIFICATIONS*

Bachelor in Commerce Govt Degree College for Boys Model Town Lahore.

I.Com from Govt Model Degree College for Boys Model Town Lahore.

Matric from Govt Boys High School Town Ship Lahore.

## *EXPERIENCE*

* Currently Employee as an Accountant in **Allied School** Peco Road Campus.
* 1 year working experience as an Account Assistant in **Phoenix Armour** Security Base Company.
* **Job Description**

Reconciliation of payment of cheques with deposits slips ( PAPL & PSSL)

Deposit of Cheques in company’s bank account (UBL/BHA/MBL/NBP)

Collection of statements from banks (UBL /NBP)

Settlement of queries from banks on time to time (UBL/BHA/NBP).

Preparation of Deposit slips and vouchers.

Audit of Monthly expense All Punjab Region.

Preparation of detailed report of Vehicles maintenance bills for cheques /Cash payments & forward to H/O.

Preparation of Tax form for purpose of deposit of tax.

Preparation of tax payments summary.

Maintain record of Dishonor Cheques (PAPL, PSSL).

Data entry of PTCL bills.

Record update for monthly salary paid to total strength of PAPL & PSSL Punjab Region

Check fuel bills Punjab region & keep record.

Made C.C (EOBI/PESSI Misc & Fuel Punjab region)

Besides the above mentioned, any other assignment prepare which is given by the seniors.

**2) Experience**

2 years working experience in **MQ Sons** as an Account Assistant.

**3) Experience**

One year working experience as a Sales Executive **Travel Channel FareMakers.Com**.

**4) Experience**

One year working experience as a Sales Executive **Rumesa Travel & Tours**.

**5) Experience**

One year working experience as a Sales Executive **Bukhari Travel & Tours.**

* **Job Description**

I provide the services to Customer. I deal the all Airline Tickets, & Hotel Booking Different Country visit Visas.

## *LANGUAGES*

* Urdu , English, Punjabi

## *OTHER SKILLS*

* Ms Office, Computerized Accounting, Peach Tree, Telly, Erp.

## *refernces*

* Will be furnished upon demand. ,