**Muhammad Ramzan**

Address**:** Kot Abdul Malik , Sheikhupura road Lahore

Contact: +92-3039769437 , +92-3214492617

Email: [ramioloves@gmail.com](mailto:ramioloves@gmail.com)

CNIC: 35401-2960135-9

**Career Objective**

To work in a professionally competitive and challenging environment with growth prospects and to bring to the organization enthusiasm, dedication, responsibility, and good work ethic while utilizing my skills obtained through experience. A Good English speaking capability and best persuading ability.

**Academic Qualification**

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| --- | --- | --- |
| **Graduation in Commerce**  *University of the Punjab*  **Intermediate of Commerce** |  | 2012 - 2014 |
| *Board of Intermediate and Secondary Education Lahore, Pakistan* |  | 2010 - 2012 |
|  |  |  |
| **Matriculation** |  | 2008 - 2010 |
| *Board of Intermediate and Secondary Education Lahore, Pakistan* |  |  |

**Other Responsibilities:**

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| --- |
| * Marketing Executive * Assistant Sales Manager * Accountants Officer |
| * Office Assistance |
| * Accounts Clerk |
| * Computer Operator * Data Entry Operator |

**Work Experience**

***Opera Textile Mill (Pvt) Ltd***

**As Assistant Accountant (Nov 2016 to till Date)**

**Responsibilities:**

* Posts financial data to appropriate accounts in an automated accounting system, according to instructions.
* Designs, prepares, and maintains spreadsheets using basic mathematical calculations.
* Processes payments such as invoices and employees reimbursements.
* Calculates rates paid for purchases and all price extensions.
* Prepare monthly bank reconciliations statements.
* Perform computer input of monthly payroll of employees and process payroll information **Achievements**
* Won certificates & awards from my college for attendance, curricular & co-curricular activities.

***Alnajam Internationals Recruiters***

**Data Entry Operator (Aug2014 to Oct 2016)**

**Responsibilities:**

* Insert customer and account data by inputting text based and numerical information from source documents within time limits
* Compile, verify accuracy and sort information according to priorities to prepare source data for computer entry
* Review data for deficiencies or errors, correct any incompatibilities if possible and check output
* Research and obtain further information for incomplete documents
* Apply data program techniques and procedures
* Generate reports, store completed work in designated locations and perform backup operations
* Scan documents and print files, when needed
* Keep information confidential

***BMS General Store***

**As Cashier (June 2013 to May 2014)**

**Extracurricular Activities**

* Actively participated in debating and quiz competitions at school and college level.
* Represented my college several times for the carnivals and annual prize distribution ceremonies.

**Computer Literacy**

Proficient in **Microsoft Excel, Word, and PowerPoint**, as well as in **Peachtree Accounts System**: Completed Programs each on Microsoft Office and Peachtree from **Peak Solutions College** focusing on computer literacy skills and professional grooming.

**Additional Skills**

* Adaptability and time management: Commitment to work on own initiative and as a part of a team, adapting quickly and efficiently to different tasks.
* Interpersonal Skills: Hard working, efficient, proficient, deal effectively with conflicts, reliable and responsible work ethics.
* Communication: Effective presentation and interaction skills to educate and captivate the listeners.
* Languages: English, Urdu, Punjabi

**Languages:**

**Urdu (**Full Proficiency**)**

**English “Fluent” (**Full Proficiency**)**

**Punjabi**

**Personal Detail**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date of birth:** | March 17, 1993 |  |  |
| **Marital Status:** | Single |  |  |
| **Nationality:** | Pakistani |  |  |
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