

Muhammad Javed

Mobile: +0599076976

E-mail: m.javed.jarh@gmail.com

Seeking the position of

Assistant Accountant/warehouse incharge

CAREER OBJECTIVE:

Seeking a challenging position in a growing organization having "Participative Management Style" and offering ample opportunities for growth, diversified exposure to further excel the professional skills and environment to motivate the individual for a long term career.

SUMMARY:

Seasoned financial and management accountant acknowledged for sound decision-making abilities, analytical skills, business acuity and problem solving skills. Strategic, methodical and reliable; enjoy the challenge of resolving long-term issues, and influencing revenue positive outcomes. Enjoy opportunities to think "outside the box" deriving new solutions to old problems through strategic information gathering, data collection, and comprehensive scrutiny. Persuasive and concise communicator; experienced in dealing with all levels of management in varied industries, and coaching subordinates for greater productivity and understanding.

AREAS OF EXPERIENCE:

1. Collaborate with accounting team to support various accounting projects and activities on a daily basis.
2. Provide assistance to prepare financial statements according to company policies.
3. Prepare financial status and analysis reports for Board of Directors.
4. Perform journal entries as per established and statutory accounting standards.
5. Carry out reconciliations of account, general ledger and sub-ledger.
6. Provide financial information for business analysis and auditing when needed.
7. Process payments and invoices accurately and timely as per company procedures.
8. Verify financial statements, ledgers and accounts for errors and make appropriate corrections or refer to supervisor if errors are of complex nature.
9. Answer customer queries and issues in timely and accurate manner.
10. Prepare, reconcile and record the payments.
11. Prepare and submit expense reports to management for approval.
12. Prepare management reports related to accounts payable and receivables.
13. Prepare period end journals for prepayments, accruals, commission payments and depreciation.
14. Receives and inspects all incoming materials and reconciles with purchase orders; processes and distributes documentation with purchase orders; reports, documents and tracks damages and discrepancies on orders received.
15. Delivers and sets up furniture for various campus events as requested.
16. Handles and documents storage and transportation of hazardous materials.

17. Maintains the warehouse, records area and stores area in a neat and orderly manner.

SYSTEM EXPERIENCE:

Microsoft Office , Internet Browsing

EMPLOYMENT HISTORY:

- | | |
|---|------------------------|
| 1. Assistant Accountant/ Public Relation Officer/ Store Incharge,
Al alamia car accessories, Jeddah | Nov 2014 – To Dec 2019 |
| 2. Internship
National Bank of Pakistan | June 2013 – Aug 2013 |

ACADEMIC QUALIFICATION

- | | | |
|------------------------|--|------|
| ▪ BBA-Hons (Finance) | Bahauddin Zakariya University Multan, Pakistan | 2014 |
| ▪ Diploma In Commerce, | Punjab Board of Technical Education Lahore, Pakistan | 2010 |
| ▪ Matriculation, | BISE D.G.Khan, Pakistan | 2008 |

PROFESSIONAL QUALIFICATION

- | | | |
|--|-----------|------|
| ▪ Certificate in Computer Short Course | Pakistan, | 2015 |
|--|-----------|------|

PERSONAL PARTICULARS

- | | |
|---------------------------|--|
| ▪ Date of Birth: | 06 th June 1993. |
| ▪ Address: | Al-Khumrah, Jeddah, Saudi Arabia. |
| ▪ Passport No: | FV8674961 |
| ▪ Languages Known: | English, Urdu ,Arabic |
| ▪ Hobbies: | Playing & Watching Cricket, Historical programs & Reading Books. |
| ▪ Marital status: | single. |
| ▪ Nationality : | Pakistani . |