

KHURRAM TUFAIL

E : khurramtufail12@gmail.com

P : +92 3008066832

A : House No,1 Street No,3 Karmabad Rehmanpura, Lhr

PROFILE

Proficient in accounting across multiple contexts and environments. Adept at all functions of accounting, including balancing sheets, processing payments, managing accounts payable, and providing executive administrative support. Also proficient in Accounting CS. Experienced farm worker with over five year of experience crop cultivation, live stock care, and harvesting.

Work Experience

- **2010 to 2011**
(England) Security Job in Door Supervision
- **2012**
Account Officer
Tariq Abdul Ghani
Chartered Firm.
(Pakistan) To deal with external parties regarding payment receipts.
To send bills to our customers and maintain receipt's and records.
To manage the bank transactions on daily biases.
- **2013 to 2017**
Account Officer Step-AD
Advertising Solution
(Pakistan) To make the salaries of employees.
Make salary slip of employee and maintain all record for distribution of salary.
To manage all bank transaction's.
- **2018 to 2023**
Farm Worker
(Pakistan) Successfully managed a team of 4 farm laborers to complete daily operations on a small cattle farm.
Assisted in the planting and harvesting of corn and wheat.

EDUCATION

- ACCA In Progress (United Kingdom)
- B.COM (Hons) Hailey Collage of Commerce, PU Lahore Pakistan.

MY SKILLS

- Proficient in all major accounting software platforms.
- Microsoft Managment.
- Edexcel BTEC Level 2
- Animal Care, Feeding, Milker.