**MUHAMMAD NUMAN**

## **Address**: 120 B-Block Anwar Shaheed Colony Renala Khurd Pakistan

## **Telephone**: +923045789564 **Email:mn1687122@gmail.com**

**OBJECTIVES:**

An Accountant helps businesses make critical financial decisions by collecting, tracking, and correcting the company's finances. They are responsible for financial audits, reconciling bank statements, and ensuring financial records are accurate throughout the year

## **EXPREIENCE:**

**ROLE: YEARS COMPANY**

**Accountant Officer From June 2019 to 2020. Almadina Hospital**

**Operation Manager From August 2020 to 2022 September ICI Electronics Ltd**

**Assistant Branch Operation: From 2022 September to till Now Adamjeelife Takaful (MCB)**

**RESPONSIBILITES:**

Manage all accounting transactions

Prepare budget forecasts

* Manage Patty Cash
* Prepare Payroll System

Publish financial statements in time

Handle monthly, quarterly and annual closings

Reconcile accounts payable and receivable

Ensure timely bank payments

* **Evaluating information about the potential client (i.e., age, marital status, medical history, driving record, etc.)**
* **Negotiate and define the specific terms of insurance policies with brokers or policyholders**
* **Keep detailed records of policies underwritten and decisions made**
* **Review insurance applications for compliance and adherence**
* **Assess clients’ background information and financial status**

Manage balance sheets and profit/loss statements

Report on the company’s financial health and liquidity

Audit financial transactions and documents

Reinforce financial data confidentiality and conduct database backups when necessary

Comply with financial policies and regulations.

* Grip ERP Software

**EDUCATION:**

B.COM 2018-2021 University of Punjab (**Private)**

I.COM 2016-2018 Punjab collage

Matric 2014-2016 Sahiwal Board (Punjab)

**SKILLS:**

* Microsoft Excel
* PowerPoint Presentation
* Quick book Accounting Software
* Zoho
* Word
* ERP and SAP Accounting Software
* Ability to Communicate
* Data Processing Expertise

**Certification:**

Course Name: Years: Institute:

Social Media Marketing: 2018 Dankash

Languages**:**

* English
* Urdu

**Reference:** Will be provided on request.