



MUHAMMAD ADEEL

Address: House No. 214, Near Dera Abbas Numberdar, Ransawal, Narowal, Pakistan,
Passport Number: CA1407012, **Email address:** aadeel83@hotmail.com,
Phone number: (+92) 3062064474, **Gender:** Male, **Date of Birth:** 31/01/1983,
Nationality: Pakistani

SKILLS

- Financial Management
- Budgeting
- Attention to Work
- Accurate Time Management
- MS Office (Word, Excel, Power Point)
- Planning and Estimation
- Problem-Solving
- Decision-Making
- Expert (Payroll, Account Receivables, Account Payables, Book Keeping)

WORK EXPERIENCE

[2008 – 2023]

Admin & Accounts Officer

Vocational Training Institute Narowal **Country:** Pakistan

Main activities and responsibilities:

As Accounts Officer:

1. Effective Implementation of accounting principles and procedures formed by the Head Office.
2. To Control the cash effectively.
3. To coordinate with the bank for maintaining and updating the bank account.
4. Coordinate in the procurement of the machinery, tools equipment and other items.
5. To coordinate with principals and controlling the budget in the institute.
6. Preparation of staff salary sheet on monthly basis and pursue approval and disbursement.
7. To maintain and update the filing system of accounts department in the institute.

8. To prepare books of accounts, vouchers and other relevant documents according to the standard procedure.

As Admin Officer:

1. To maintain attendance register, mark the latecomers, absentee with permission and put up such cases to principal for necessary action.
2. To maintain and update the personal files of the staff.
3. To receive, enter, mark and put up incoming mail to principal and pursue the actions as desired by the principal.
4. To handle the mail of admin officer and accounts officer and get the actions completed.
5. Coordinates in the maintenance of machines and vehicles in the institute.
6. To ensure the maintenance and cleanliness of building, offices, bathrooms and adjacent areas.
7. To ensure continuous supply of essential services such as electricity, water and communication at premises.
8. To control and maintain the running of the vehicles in the institute.

[2006 – 2007]

UDC (Computer Operator)

Military Engineering Services (Navy) Karachi Country: Pakistan

Main activities and responsibilities:

1. Assist Officials in typing documents
2. Complete daily assigned duties

[2003 – 2006]

Accountant

Mubarak Traders Dhamthal Country: Pakistan

Main activities and responsibilities:

1. Reconciliation of Bank Accounts
2. Complete daily cash functions
3. Documented cash, credit, fixed assets, accrued expenses
4. Handle tax related matters

EDUCATION

[2002 – 2004]

Bachelor in Commerce (B. Com)

The University of Punjab Lahore

Address: Lahore, Pakistan

[1998 – 2000]

Diploma in Commerce (D. Com)

Govt. Technical College of Commerce Narowal

Address: Narowal, Pakistan

[1996 – 1998]

Matriculation

Govt. Boys High School Zafarwal

Address: Zafarwal, Pakistan

CERTIFICATION

- **Three Months Certificate in Quick Books**
- **Three Months Certificate in Freelancing**
- **Three Months Certificate in Office Management**
- **Training in Accounting and Auditing Competencies**
- **Training in Advance Office Automation Tools**
- **Training in PPRA Rules and Taxation**
- **Training in Safety, Health and Environment Practices**

LANGUAGE SKILLS

Mother tongue(s): Urdu

Other language(s):

English

Punjabi