Muhammad Faheem Irfan 

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|  | **Contact** |

Address:- Dubai- UAE Phone:-  **+971 555 233951**+923244474770 **(Only WhatsApp)**E-mail:- faheemirfan36@gmail.com**Passport No.:- JN 1984051****Issue Date 13-6-2019** **Exp. Date 11-06-2024****Languages Known:-****English- Punjabi- Urdu**

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|  | **Skills:-** |

|  |  |
| --- | --- |
| MS Excel | Very Good |

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| MS Word | Very Good |

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| Bookkeeping | Very Good |

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| --- | --- |
| Monthly / Quarterly / Year End Reports | Very Good |

|  |  |
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| Payroll Process |   Very Good |

**Duty & Responsibly:-*** Good Public Ration Skills & Well-like by Superiors.
* A Team Worker & Can Handle work pressure with ease.
* Customer Service Oriented.
* Dependable & Hardworking.
* Excellent Physical Condition.
* Communication skills.

**Declaration:-**I hereby declare that the above statement is true and best of my knowledge and belief. |  |

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|  |  **Work History** |

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| **9-May,2022****to****31-Oct,2023** |  | Accountant**Punjab Colleges, Lahore*** Maintained up-to-date knowledge on professional accounting standards to manage financial recordkeeping.
* Preparing Payroll
* Monitored status of accounts receivable and payable to facilitate prompt processing.
* Maintained detailed financial records of accounts receivable and payable status and bank reconciliations.
* Assisted with monthly and quarterly income statements, balance sheets and cash flow reports to inform decision-makers.
* Processed payroll by validating work hours and attendance of employees.
* Maintained accurate and complete documentation to facilitate accounting and filing functions.
* Cooperated with senior leaders to create operating budgets and initiate financial planning.
* Prepared working papers, reports and supporting documentation for audit findings.
* Worked with “ **Trade Tracker Marketing Consultant”** as **“ Quality Control Executive “**

1-year in Pakistan.* Worked with “National **Progressive Distribution (NPD) “as** a **“Sale Marketing Agent”** 1-Year in Pakistan.
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|  | **Education:-** |

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|  |  | B.ComUniversity of Punjab I.Com**BISE Lahore** **Metric****BISE Lahore** |

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