



# MUHAMMAD QASIM RANA

## About Me

As a CA Inter student with a robust foundation in accounting and finance, complemented by practical experience in financial analysis and audit procedures. I am dedicated to ensuring financial accuracy and compliance and am eager to contribute my skills to an organization's financial success.

## Experience

### Safe Accounting

Assistant Accountant

July 2024 - Oct 2024

- Bookkeeping of Clients
- Prepare Termin wise monthly reports
- Entry of invoices and payment in the relevant software
- And any other task assigned by the senior, related to the job responsibilities

### Royal Fans

Audit Intern

March 2024 - June 2024

- Help collect Fixed Assets Data for: Data Collection, Data validation, Data Documentation.

Intern ERP Support

March 2024 - June 2024

- Completed an intensive training program on [Microsoft Dynamics 365], focusing on [financial management]
- Understanding the principles of ERP system configuration and customization
- Conducted data entry

### Raaziq International Pvt Ltd(RTM SHELL)

Accounts Intern

January 2024

- Enter principle of invoices of shell in payable account in Oracle software
- Enter Daily Sales in R\_suite software
- Maintain record of customer sales in Snd software
- Report daily customer sales and stock to Business manager

## Education

*Institute of Chartered  
Accountants of  
Pakistan*

**Chartered  
(CA) Level 1  
Level 2\***

**Accountant**

2020 - Present

*Government College  
Township, Lahore  
Bedford School  
System*

**Intermediate  
Computer Science (ICS)**

2017 - 2019

**Matriculation  
Computer Science**

2015 - 2017

## Contact

### Phone

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### Email

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### Address

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### LinkedIn

[https://www.linkedin.com/in/  
qasim-rana7](https://www.linkedin.com/in/qasim-rana7)

## Personal Skills

- Time Management
- Teamwork
- Punctual
- Seeking Knowledge
- Positive, Friendly & Social

## Language Skills

English

Urdu

Punjabi

## Professional Skills

- Data Entry
- Financial Reporting
- Accounting Software
- Microsoft Excel
- Microsoft Word

## Reference

*Available on request*