

Muhammad Nabeel Sarwar (MBA-Finance)

Accountant with 6 years of experience

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Visa Status: Visit



CAREER OBJECTIVE:

To join a team of professionals in a dynamic organization looking for qualified and experienced personnel to respond its environment profitably and where I can have opportunity for professional as well as personal development.

CAREER SUMMARY:

Forward thinking Accounting and Finance professional have degrees of MBA & MS (Finance) with Six years of experience in accounting and finance. Skilled in maintaining records regarding Accounts Payables. Reconciliation of banks, handling stocks, preparation of management reports, Co-ordinating final Audit etc. Expert in using MS Office (MS excel, Ms. Word, Peach tree & Quick books).

PROFESSIONAL WORK EXPERIENCE:

Organization: Outreach (Pvt) Ltd (Oil Trading Company)
Industry: Oil & Gas
Tenure: February 2017 - To Date
Designations: Accountant
Responsibilities:

- Preparing and communicating funds allocation sheet to higher management.
- Preparation and Analysis of system generated vendors aging report.
- Coordinating with collection and sales-support department for collection from customers.
- Coordinating with procurement department regarding availability of funds for procurement of products.
- Booking of Vendor Invoices.
- Processing of Monthly Payroll.
- Monthly Stock taking at various oil depots.
- Preparation of cash/ bank payments for the vendors and day to day expenses.
- Reconciliation of bank statements.
- Monthly reconciliation with vendors.
- Maintaining records of company's fixed assets.
- Maintaining sales & purchase records for GST/VAT returns and Return Filling.
- Recording of adjusting entries for outstanding expenses, Petty Cash and Depreciation etc.

Organization: NATIONAL BANK OF PAKISTAN
Tenure: December 2016 – January 2017 (6 weeks)
Designations: Internee
Focused Areas:

- Recording of cash receipts and payments.
- Processing of bank draft and pay orders.
- Customer relationship management.

ACADEMIC QUALIFICATION:

	<u>EXAMINING BODY:</u>	<u>YEAR</u>
○ MBA. (Finance)	Bahauddin Zakarya University, Multan.	2016
○ B.Com.	Punjab University, Lahore.	2012
○ D.Com.	Punjab Board of Technical Education, Lahore.	2010
○ Secondary School Certificate	BISE, Multan.	2008

COMPUTER KNOWLEDGE:

○ MS Office:	(MS Word, MS Excel, MS Power point)
○ QuickBooks	(Expert hands)
○ Peachtree:	(Good Knowledge)

PERSONAL INFORMATION:

Date of Birth	:	December 25, 1993
Marital Status	:	Married
Religion	:	Islam
Language:	:	English/Urdu/Hindi