



# MUHAMMAD ANEES

MANAGER ACCOUNTS

✉ aneesmirza73@gmail.com ☎ 03004632550 📍 Mohalla Islampura, Nazir Street, Narowal, 54100 Narowal

## Education

### Matriculation

Mar 1989 - Mar 1990

Government High School, Narowal

Science subject, Biology, Chemistry, Physics, Math.

### Certificate in Commerce

Apr 1991 - Apr 1992

The Technical Board of Punjab, Lahore

Banking and Financial Services, Accounting, E-commerce, Computer.

### Diploma in Commerce

May 1993 - Dec 1995

The Technical Board of Punjab, Lahore

Principles of Commerce and Management, Principles of Accounting, Business IT-I,

Banking and Finance, Computer Application,

### Bachelor of Business Administration

Mar 2017 - Apr 2020

Virtual University of Pakistan, Lahore

Basic Mathematics, Financial Accounting, Principles of Management, Human behavior, Principles of Accounting, Micro Economics.

## Employment

### DIAMOND GROUP OF INDUSTRIES LTD

Oct 1996 - Dec 2005

(Capital Industrial Enterprises Pvt Ltd)

Assistant Accountant, Lahore

Responsible for financial audits, Reconciling Bank statements, and ensuring financial records are accurate throughout the year.

### Crescent Industrial Gadon Enterprises Pvt Ltd

Jan 2006 - Dec 2015

Accountant, Lahore

Prepares asset, liability, and capital account entries by compiling and analyzing account information Provides financial information to management by researching and analyzing accounting data; preparing reports. Documents financial transactions by entering account information

### Symbol Industries Ltd

2016 - Dec 2022

Assistant Manager Operation (Accounts), Lahore

Manage all accounting transactions, To Prepare Bank reconciliation Working on Payroll Management System Debtor & Creditor reconciliation & finalize the account payable

Inter Companies Reconciliations, Recording & posting purchase, Cash statement reconciliation

Preparation and submission of sales tax return

Arrangement of daily activities, Monthly stock taking. Handle monthly, quarterly and annual closings. Compute taxes and prepare tax returns, Manage balance sheets and profit/loss statements.

## Personal details

Date of birth

November 2, 1973

Place of birth

Narowal, Punjab, Pakistan

Driver's license

car

Gender

Male

Nationality

Pakistani

Civil status

Married

LinkedIn

aneesmirza73@gmail.com

## Qualities

- Documenting and reporting product or service quality levels, Developing and implementing standards for inspection. Developing a workflow for product inspection.

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## Courses

### Computer Skills

Oct 1996

Oracle (Financial Information System)

MS Word

MS Excel

MS Power Point.

Introduction to Coding.

Intermediate skills with Coding.

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## Internships

### Pakistan Telecommunication Ltd

Jan 1995 - 1996

Accountant, Sahiwal

Financial Controller, Cashier, Payroll managements,

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## Extracurricular activities

### Interests Sports

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## Muhammad Sameer,

Muhammad Sameer

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