

Muhammad Sajjad Khan

Contact

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Skills

Technical Skills:

- Internal control and audits
- Financial Reporting
- Budget forecasting
- MS Office
- Payroll processing
- Bookkeeping
- Reports reconciliation
- Payroll operation
- Strategic planning
- Accounts payable and receivable
- Corporate tax preparations
- General ledger entries

SUMMARY

Detailed accounting assistant with 03 years of hands-on experience assisting with handling various accounting duties and procedures well educated in reconciliation bookkeeping and revenue recognition innovative collaborator focused on adding value throughout the company

Education

- **B.com**
University of Sindh. Jamshoro
Graduated in 2006 with 2nd division
- **Intermediate–Pre-Engineering**
BISE Hyderabad, in 2004 with 68%
- **Matriculation–Science**
BISE Hyderabad, in 2002 with 66%

Experience

Junior Accounts Assistant/PAEC (Sept 2020 to June 2023)

- Managed daily bookkeeping functions with attention to account receivable, accounts payable, banking, reconciliation and disbursements
- Prepared month ending closing entries for detailed reporting and record keeping
- Sorted documents matching supporting invoices to procurement document and verifying invoices for payment
- Verified and posted account transactions to prepare checks and maintain accounting ledgers
- Compiled audit reports for expenditure, profits and losses to provide transparency
- Received and recorded cash, cheques and transfers
- Prepared and processed payroll

LANGUAGES

- Urdu
- English

Major Courses

- Financial Management
- Business Management
- Managerial Economics
- Management Accounting

Certification

- CIT-06 Months

- Reconciled computer reports with manually maintained ledgers
- Performed bookkeeping and accounting consulting services
- Calculated and produced checks for utilize taxes and others operational payments
- Complied current budget data for estimated revenues expenses and prior budgets.