

# **Sheikh Muhammad Farhan**

## **OBJECTIVE:**

Looking forward to work in a professional and competitive environment where I can put my best efforts, hard work and skills to bring up the organization and myself to.

## **PERSONAL INFO:**

**Phone:** (+92)304-4408291

**CNIC:**35202-6854938-5

**Email:**[Farhantoqeer0@gmail.com](mailto:Farhantoqeer0@gmail.com)

**Address:** House#5 Street # 21 Muhallah Pak Park Peco Colony Lahore.

## **ACADEMICS:**

2016-2018	M.com	University of Central Punjab
2014-2016	Bachelors (B.com)	University of the Punjab
2012-2014	Ics	Gov. College Civil lines Lahore
2010-2012	Matriculation	Himayat-e-Islam Higher Secondary School

## **SOFTWARE SKILLS:**

- Microsoft Excel
- Microsoft Word

## **INTERESTS:**

- Work related accounts
- Finance

## **EXPEIENCE: Working in Big Bird Group as an Accountant.**

- Make weekly sale reports to Directors (Chicks & Export)
- Make weekly reports to Directors (Procurement of birds & payments.)
- Working with collection team on overdue payments of parties
- Managing a company's accounts payable and receivable
- Accounts reconciliation of all customers.
- Processing expense reimbursements (expense receipts, business justification & business approvals)
- Daily hatch out report & Sale vs. Collection report
- Adjustments with Associates Companies
- Communicating with clients regarding billing and payments.
- Assisting the accounting department with weekly and monthly reporting
- Arrange monthly Utility Bills and make their detail for payment.
- Posting of Daily Sale invoices, free text invoices, credit note, debit note
- Manage all Inventory Monthly basis(Hatcheries, Farms)

## **HOBBIES:**

- Reading Articles
- Watching Movies
- Current Affairs

## **REFERENCE:**

- Will Be Provided On Demand.