**RESUME**



**Personal Information:**

Name: Muhammad Hakim

S/O: Muhammad Rasheed

Date of Birth: 13/03/1988

CNIC(Computerized National Identity Card) No: 36402-4122021-5

L.C.NO. 101338722

PassPort No: AG6350212

Existing work Location: Sultanat of Oman, Muscat, Muttrah.

Country: Oman

Nationality: Pakistani

Religion: Islam

Languages: Urdu,Hindi, Punjabi, Haryanvi, English,

Mob #: +96896233078

Email Address: [RMHNCRAZY@Gmail.COM](mailto:RMHNCRAZY@Gmail.COM)

**Academic Qualification:**

|  |  |  |
| --- | --- | --- |
| **Certificate / Degree** | **Board / University** | **Subject** |
| **Metric / S.S.C** | **Multan** | **Science 3**RD Division |
| **Intermediate / H.S.S.C** | **Multan** | **Arts F.A 2nd**Division |
| **B.A(Mass Com)** | **AlamaIqbal open University Islamabad Pakistan** | **Reg:13PPP00632** |

**DIPLOMA:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Certificate / Degree** | **Board** | **Period** | **Passing year** |
| **Accounting software** | **Micro Fast Computer Center** | **9 months** | **2006** |
| **Computer (H.W.R&M) and Networking** | **Government Of Punjab (Lahore)** | **14 months** | **2008** |
| **Computer S&A** | **Faredia Post Graduate Degree Collage Pakpattan** | **3 months** | **2008** |

**IT SKILLS:**

* **Computer Hardware, software’s, Networking and troubleshooting.**
* **M.S- Office suite**
* **Visual fox pro Accounting, Softronix MARS Accounting, Tally ERP Accounting.**
* **Coral Draw, Photo Shop, Swish Max, Ulead Studio, Adobe Primer, Inpage, Ulead 3D.**
* **Installation of all kinds of Hardware and software (and latest OS)**

**Over All Job Profile;**

• Handling **Daily Accounting Transactions** of Individual, Partnership Firm, Private Limited Company,

• Making Vouchers Entries and Day to day transaction of **Purchase and Sales**,

• Preparation of **Monthly Financial statements**,

• Preparation of various **Accounts Statement & as well as Stock Statements**,

• Review and process **Expense** reports,

• Handled **Bank Reconciliation** Statement on Monthly basis,

• Handled **Petty Cash** Transactions on daily basis,

• Preparation of **Balance Sheet and Profit & Loss A/c** Statement in Excel,

• Finalization of **Accounts,**

• Auditing of **Individual Firm, Partnership Firm, Private Limited Company, Trust and**

**Society**,

• Making Accounts in **MS Office Excel, Word**,

**Administrative SUPPORT.**   
(1) Seeking an Administrative Assistant position with a company that will allow me to fully utilize my communication, organizational, and problem solving skills   
(2) Seeking a Secretarial/Bookkeeping position in which I can utilize my extensive office management, communication, and accounting skills to benefit the organization .

**Management** :   
(1) To obtain a Management position with a dynamic corporation where I can use my energy and skills to develop, motivate, lead and encourage employee productivity.   
(2) Seeking a management position with an organization where I can utilize my skills and experience to improve operations, increase profitability, and enhance growth.   
(3) Management responsibility with an organization where demonstrated skills in marketing, administration,

and sales can be translated into improved growth and profitability

**PROFESSIONAL EXPERIENCE**

**Company Name Period**

1. ZAKARIYA PUBLIC SECONDRY SCHOOL **2008 TO 2010**

1. PEPSII / COLA (SHAMIM AND CO) MASOOD TRDS **2011 TO 2012**
2. UNILEVER PAKISTAN ( MASOOD TRDS) **2011 TO 2013**
3. SHIFA MEDICAL STORE **2014 TO 24-06-2014**
4. AL BURHAN TEXTILES LLC (SULTANAT OF OMAN, MUSCAT, MATTRAH)  **9TH MARCH 2015 TO 12TH APRIL 2017**
5. ADWAH AL MADINA TEXTILES LLC. (SULTANAT OF OMAN, MUSCAT, MATTRAH) **13TH APRIL 2017 TO 12TH APRIL 2019**

**Competencies**

* Capable to operate all kind of computer software as well as hardware.
* Good communication skills.
* Management skills.
* Hardworking team player.
* Relationship development.
* Customer care and feedback skills.

**HOBBY**

* Computing, Studying, Sports.
* Internet suffering, English movies, Newspaper, News Channels.

**REFERENCE:**

* Reference will be provided on demand.