

Sabirs' Group of Company

(Lahore, Pakistan)

ACCOUNTS OFFICER:

Nov-2014 to OCT-2016

- Responsible for preparing journal vouchers, Payment & receipt voucher on IYE SOFT accounting software and filed them.
- Preparation of contractors / Vendors Current and PDC Cheques with the authorization of Owner and keep proper recording to ensure timely payment.
- Responsible for preparing journal vouchers, Payment & receipt voucher on tally accounting software and filed them.
- Prepare employee's salary sheets by calculating their overtime, leaves bonuses incentives and ensure staff is paid accurately and timely.
- Reconcile records with internal company employees and management, or external vendors or customers
- Make reconciliations with the supplier statements and take corrective action on the discrepancies.
- Verification of regular receipts, payments and journal vouchers Audit salary sheets, time Sheets, bonuses, incentives etc.

Computer Skills

- Peachtree and Sage 50 accounting versions 2014 Expert Knowledge
- Tally accounting ERP 9 Expert Knowledge
- Quick book pro 2016, Myob and Office Accounting Expert Knowledge
- MS Office (Word, Excel, PowerPoint presentation) Advance Knowledge
- Iye Soft Accounting Software
- Skylines VAT Software

Languages

- English-----Good written, spoken and listening abilities.
- Urdu-----Good written, spoken and listening abilities

Interests

- Internet surfing and always s searching for new things and developments all over the world, Research work, playing cricket and socializing with friends

Personal information

Nationality:	Pakistani	Gender:	Male
Date of Birth:	05/02/1990	Marital status:	Single
Passport No:	HC5190551	Date of Expiry:	05 Sep 2020
Marital Status:	Single	Skype:	sohail_afridi1
Mobile Pakistan:	0092-332-9602660	City:	Kohat

Declaration

I declare that all the information given above is complete and correct. I understand that any omission or misrepresentation with respect to this information may be cause for denial or immediate termination of employment.

MUHAMMAD SOHAIL