



[MUHAMMAD ARSLAN]
[SENIOR ACCOUNTANT]

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OBJECTIVE:-

To find a fast track in an Organization, which promotes and rewards with fresh ideas and encourage as team works.

Especially looking for a good carrier in Accounts & Finance field of my life, and want to improve my capabilities and serve by implementing best of my Knowledge.

VITALS:-

PAKISTAN ADDRESS:-

Inside Kot Murad Khan Street
Mubarak Ali Shah, Kasur,
Pakistan

PRESENT ADDRESS AT

SAUDIA ADDRESS:-

Street #12 Makkah Street,
Ath-Thuqbah, Khobar, Saudi
Arabia

EXPERIENCE:-

[NATIONAL ENGINEERING LTD CO, DAMMAM, K.S.A]

Dates [24-12-2016]-[present]

Reported to Finance Manager

- Prepares asset, liability, and capital account entries by compiling and analyzing account information.
- Prepares payments by verifying documentation.
- Provide daily, weekly, monthly reports required to FM
- Manage bank accounts online system for Payments & Payroll.
- In charge of overall I/C accounting including booking of I/C invoices, timely payments & collection allocation.
- Responsible for taking care of overall A/P,A/R
- Process timely payments to vendors after carefully ensuring invoices are properly authorized.
- Analyze and accrue monthly expenses such as freight, travel, and other expenses.
- Run Month End stock reports and close monthly AR, AP, Petty Cash ledgers, Preparing Accruals.
- Posting general Entries Using QuickBooks Enterprises 2018UK
- Assist in the preparation of monthly/yearly Books closing with Auditor for Income Tax (Zakat).
- Preparation & Submission of VAT/Commercial Invoices.
- Maintain VAT Payable/Receivable on Excel Sheet & Submission on GAZAT.

[A R RAHIM & BROTHERS, LAHORE, PAKISTAN]

[09-Dec-2013]-[31-Oct-2016]

Reported to General Manager

- Maintain Daybook for Routine Work.
- To Record Transaction in Software Sage Line 50.
- To Record Purchases and Sales on Manual Register.
- To Maintain Journal, Ledger, Trial Balance ,Profit & Loss on Excel.
- Creation & Submission of Customers Invoice.
- Recording of Customer Payments.
- Maintain Aging for Suppliers Payment.
- Recording of Expense's.
- Reconciliation of Payable & Receivable Accounts.
- Reconciliation of Bank Accounts.



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SKILLS & ABILITIES:-

Good Knowledge about Microsoft Word & Microsoft Excel, Access, Adobe Photoshop, Dream viewer, Flash 8, Notepad, Java Script, Active Server Pages (ASP), Cascading Style sheet (CSS), HTML, DHTML

Good Knowledge about how to run or Install Computerized Accounting Software's Like Peachtree Accounting Software, QuickBooks Accounting Software, MYOB Accounting Software.

Good Knowledge about Tax Deduction Income & Sale Tax, VAT Tax.

Knowledge about Cash Budget, Capital Budget, Production Budget, Sale Budget on Excel Sheet.

SAP (FICO) Module, Fixed Assets, Depreciation.

Verification of Accounts Statements, Customer Ledger.

EDUCATION:-

❖ [MATRIC (SECONDARY SCHOOL CERTIFICATE)]

+ ALLAMA IQBAL CADET HIGH SCHOOL KASUR.

UNDER (BOARD OF INTERMEDIATE & SECONDRY EDUCATION)
LAHORE, PAKISTAN.

❖ [DCS (DIPLOMA IN COMPUTER SCIENCE)]

+ VIRTUAL INSTITUTION KASUR CAMPUS.

UNDER (VIRTUAL UNIVERSITY OF PAKISTAN) KASUR, PAKISTAN.

❖ [I.COM (INTERMEDIATE OF COMMERCE)]

+ GOVT. ISLAMIA DEGREE COLLAGE KASUR

UNDER (BOARD OF INTERMEDIATE & SECONDRY EDUCATION)
LAHORE, PAKISTAN.

❖ [B.COM (BACHELOR OF COMMERCE)]

+ GOVT. ISLAMIA DEGREE COLLAGE KASUR

UNDER (BOARD PUNJAB UNIVERSITY OF PAKISTAN) LAHORE,
PAKISTAN.

❖ [DIPLOMA IN COMPUTERIZED ACCOUNTING & FINANCE]

+ PAKISTAN INDUSTRIAL & TECHNICAL ASSISTANCE CENTER

UNDER (PITAC AFFLIATED GOVT. INSTITUTE) LAHORE,PAKISTAN.

❖ [DIPLOMA IN BUSINESS ENGLISH PROGRAM]

+ PAKISTAN INSTITUTION & MANAGEMENT

UNDER (PIM, AFFLIATED GOVT. INSTITUTE) LAHORE, PAKISTAN

❖ [DIPLOMA IN E-COMMERCE & WEB DEVELOPMENT]

+ PUNJAB UNIVERSITY OF PAKISTAN

UNDER (BOARD PUNJAB UNIVERSITY OF PAKISTAN) LAHORE,
PAKISTAN.