

CURRICULUM VITAE

Tariq mahmood

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Visa status: visit visa



OBJECTIVE:

A Suitable position with an organization where I can Utilize the best of my skills and abilities that fit to my Education, skills and experience a place where an encouraged and permitted to be an active participate as well vital contribute on development of the Company.

PERSONAL PROFILES:

Date of Birth : 24-06-1991
Nationality : Pakistani
Gender : Male
Religion : Muslim
Marital Status : Married
Languages Known : English, , Arabic , Urdu and Punjabi.

EDUCATION QUALIFICATION, OTHER SKILLS AND CERTIFIED COURSES

➤ **Matric.** (fbise board Islamabad)
(2010)
(SKBZ Arab pak school Abu Dhabi U.A.E)

➤ **Intermediate. (I.com)** (fbise board Islamabad)
(2012)
(SKBZ Arab pak school Abu Dhabi U.A.E)

➤ **BBA(Hons)**

(national university of modern languages Islamabad
Lahore campus)

COMPUTER SKILLS

- M.S Excel
- MS Word
- Power Point
- Internet

PROFESSIONAL EXPERIENCE

Company: Shahzada Electronics

Designation: Assistant Accountant.

Location: Narowal, Pakistan.

Time period: 1 year

Job responsibilities & achievements include:

- Experienced in preparing monthly financial statements like Trial Balance, Profit & Loss, Balance Sheet, Cash Flow statement, Ratios and Analytical points on Financials.
- Working on Key accounts handling.
- Handling Company's Treasury matters.
- Prepare Quotation for Clients.
- Prepare Bills to Clients according to the Agreement and follow up the Payments from Clients.
- Account payables/Account Receivables (Reconciliation of balances), Inventory, Fixed Assets (including working on depreciation)
- Direct Reporting to Managing Director
- Reconciles records with internal company employees and Banks.
- Maintain petty cash, preparing cheques and distribute salaries to the staff.
- Interact with internal and external auditors in completing audits
- Passing Journal Entries in the Software & other accounting activities. etc.

Projects of 6 weeks

Bank : The Bank of Punjab

Location : Lahore ,Pakistan.

Time Period : june 2018 to july 2018

Interest:

My core interest to do work in which environment always where my skills really enhance.

Reference

Reference can be furnished on Demand

I am in UAE on 3 month visit visa. (November 2018 to February 2019)