

Muhammad Shahroz Bashir

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CAREER OBJECTIVE

To work hard with a dynamic organization that provides an opportunity to contribute my skills and abilities in accomplishing the organization as well as personal goals. And To obtain a challenging position in organization where accomplishments are rewarded with responsibility and advancement”.

Currently I am on visit visa in UAE and available to join immediately.

WORK EXPERIENCE

Accounts Officer- Baba Farid Sugar Mills Limited

(Manufacturing concern)

September 2020 to June 2023

Job Responsibilities

Task And Responsibilities as Accounts Officer Includes:

- Supervise the Posting in ERP Software, Microsoft Dynamics AX-2012, Cash Payment, Bank Payment, Cash Receipt, Bank Receipt, Journal Vouchers.
- Preparation and submission of monthly Sales Tax Return, withholding tax return weekly and monthly basis of the company and employees.
- Regarding GL entry for its proper reflection in proper head of accounts.
- Verification and examination of trail GL and other accounts.
- Supervise the Bank Reconciliation on monthly and weekly Bases.
- Supervise of monthly salaries, overtime, EOBI and social security.
- To Prepare Advance Salaries & Loan to Employees.
- Employees Full & Final Settlement verification & payment to Employees.
- To Prepare, Checking Advance to Supplier/Staff for Expenses.
- To record and Disbursement of Employees Monthly Allowances.
- Maintaining all bank ledger of company.
- Review and reconcile the account payable with vendor's record and to resolve the discrepancies.
- Any other activities on demand of Management.

IT SKILLS:

Accounting Software:

Microsoft Dynamic AX-2012

Oracle Payroll

Computer Skills:

Microsoft Excel- Expert

Microsoft Word- Advance

Microsoft Power Point- Advance

ACADEMIC QUALIFICATION:

CERTIFICATION/ DEGREE	INSTITUTION/ UNIVERSITY	YEAR
M.Com- Master in Commerce	GC University Faisalabad	2019
B.com- Bachelor in Commerce	University of South Asia Lahore	2016

Personal Skills:

- ❖ Effective communication Skills
- ❖ Flexibility
- ❖ Work Ethic
- ❖ Multitasking and Progressive

REFERENCE:

Will be furnished on demand.