

MUHAMMAD MUJAHID KHAN



Account Manager

PERSONAL DETAILS

House No 15 C, Ghalib Road Gulbarg II 54660
mujahidkhandaha@gmail.com, 923004746203 , 923124746203
Date of birth: April 25, 1989
LinkedIn: linkedin.com/in/mujahid-khan-daha

PROFILE

Reliable and customer-focused cashier with strong experience in processing payments, handling cash, and providing exceptional service in high-traffic environments. Adept at using POS systems, ensuring accurate transactions, and maintaining a balanced cash register. Proven ability to communicate effectively with customers and resolve issues promptly, contributing to a positive shopping experience. Committed to efficiency, attention to detail, and maintaining a safe, organized work area.

EDUCATION

Post Graduate Diploma Computer Science Govt. Degree College, Khanewal	Oct 2011 – Oct 2012
M.Com Finance Bahauddin Zakariya University, Multan 1st Division	Sep 2018 – Jun 2020

EMPLOYMENT

ACCOUNT MANAGER PAK-TURK MAARIF INERNATIONAL SCHOOLS & COLLEGES, LAHORE In Finance / Accounting:Monthly Closing of Financial Statements: This refers to the process of finalizing and reviewing financial records at the end of each month. Reconciling accounts (bank, receivables, payables). Recording all transactions.Ensuring all financial transactions are captured and properly categorized. In Accounting / Finance:Salaries Paid in Accounting: In financial terms, this refers to the total amount of money paid to employees during a specific period (e.g., monthly, quarterly). In Payroll Management:Salaries Paid Process: This involves the administrative procedures of calculating and distributing salaries to employees.It typically includes:Time tracking or attendance systems.Payroll calculations based on hours worked, commissions, bonuses, and deductions.Issuing payments via bank transfers, checks, or other methods.	Dec 2024 – Present
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ACCOUNT MANAGER THE SUPERIOR GROUP OF COLLEGES, KHANEWAL In Finance / Accounting:Monthly Closing of Financial Statements: This refers to the process of finalizing and reviewing financial records at the end of each month.	Sep 2022 – Nov 2024
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Reconciling accounts (bank, receivables, payables).

Recording all transactions. Ensuring all financial transactions are captured and properly categorized.

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ACCOUNT MANAGER

Feb 2020 – Aug 2022

THE PACIFIC GROUP OF COLLEGES, MULTAN

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ACCOUNTS OFFICER

Sep 2017 – Dec 2019

UNIVERSITY COLLEGE OF MANAGEMENT AND SCIENCES (UCMS), KHANEWAL

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ACCOUNTS OFFICER

Feb 2017 – Sep 2017

THE SUPERIOR GROUP OF COLLEGE, KHANEWAL

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CASH ACCOUNTANT

Sep 2013 – Jan 2017

HAIDER KHAN INDUSTRIES (PESTICIDE), KHANEWAL

Processing Transactions: Scanning items, entering prices, and accepting payments from customers, either in cash or by card.

Providing Change: Giving back the correct change when customers pay with cash.
Issuing Receipts: Printing or emailing receipts as proof of the transaction.
Customer Service: Helping customers with purchases, providing information about store promotions, or resolving any issues related to payments or returns.
Handling Money Safely: Keeping cash secure, balancing the cash drawer at the end of their shift, and ensuring all transactions are accounted for.
In Finance / Accounting:Monthly Closing of Financial Statements:
In Accounting / Finance:Salaries Paid in Accounting:
In Payroll Management:Salaries Paid Process:

SKILLS

MS Excel	MS Word
Adobe Photoshop	Accounting Software
Computer Knowledge	Team Leader
Coordinator	Management
Quickbook	

HOBBIES

- Playing Cricket
- Newspaper Reading

REFERENCES

ZISHAN KHAN
INCHARGE TAXATIONS FRONTIER FOUNDRY STEEL LIMITED, PESHAWAR
0333-6051322

SOHAIL MEHMOOD BUKHARI
MARKETING MANAGER KIPS HEAD OFFICE, LAHORE
0300-6056499

EXTRACURRICULAR ACTIVITIES

freelancer

Fiverr

Jul 2024 – Present