

MUHAMMAD HARIS KHALIL

P +923145807702

E hariskhalilkkh@gmail.com

A St # Col Irfan Dhoke
Subidaran Jhamra nai abadi
Morgah ARL Rawalpindi
Punjab Pakistan

I <https://www.linkedin.com/in/muhammad-haris-khalil-a03074257/>

OBJECTIVE

Dedicated and professional individual having Two Year experience with extraordinary performance and proven success in managing Finances, Customers, Administration in reputable organizations. Seeking an opportunity to use my experience to serve the company.

EXPERIENCE

YEAR: March 2022– Present

KHALID & KHALID HOLDINGS (PVT) LTD.

DESIGNATION ACCOUNT OFFICER:

KEY RESPONSIBILITIES:

- Book Keeping
- Update Daily Fund Position
- Issued Invoices
- Manage File & Daily Record

DESIGNATION: SENIOR ACCOUNT OFFICER

KEY RESPONSIBILITIES:

- Review journal entries of junior accountants to ensure accuracy
- Trains and mentor junior staff
- Petty Cash Management
- Bank & Supplier statement reconciliations
- Manage Daily Operations
- Prepare Sale & Income Tax Challan
- Maintain the general ledger, prepare tax return , assist with audit preparations
- Perform other accounting duties as assigned

YEAR: Sep 2021– Oct 2021

ASKARI BANK INTERNSHIP:

KEY RESPONSIBILITIES:

Attended Askari bank internship programmed to get the basic understanding of bank operations. This time period gave me the understanding of:

- Deposits
- Remittance

KEY SKILLS

- MULTITASKER
- SELF MOTIVATED
- PROBLEMS SOLVING
- ADAPTABILITY
- TIME MANAGEMENT
- ORGANIZED
- COMMUNICATION SKILLS
- TEAMWORK
- COMPUTER SKILLS
- CONCEPTUAL SKILLS
- SELF MOTIVATED

EDUCATION:

BBA (FINANCE) ARID AGRICULTURE UNIVERSITY RAWALPINDIL 2018 - 2022

INTERMEDIATE FEDERAL BOARD 2016 – 2018

- Pay order/Demand Draft
- Account Opening

LANGUAGES:

- Urdu
- English
- Punjabi

COMPUTER PROFICIENCY:

- MS Office (Intermediate)
- Knowledge of handling accounting software. (Oracle, ERP)

REFERENCES

- Will be furnished upon request.

PERSONAL INFORMATION:

FATHER'S NAME: KHALIL AHMAD

DOB: 17/07/1998

CNIC: 37405-5463335-7

MARITAL STATUS:
SINGLE