

MUHAMMAD MUJTABA ALI

BCOM

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Rawalpindi

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Career Objective

Seeking a position in a dynamic organization that will utilize my education and skills to contribute towards organizational excellence and enhance my professional capabilities.

PERSONAL DETAIL

Date of Birth:	24 Aug, 1990
Father Name:	Khalid Pervaiz
Marital Status:	Married
Nationality:	Pakistani
Religion:	Islam
CNIC:	37405-2930403-5

Experience Profile

KITCHEN CUISINE PVT LTD

ACCOUNTS OFFICER

18th Aug 2023 to Present

KEY RESPONSIBILITIES:

LEVEL	RESPONSIBILITIES
Accounts Officer	• Software Implementation. • Book Keeping. • Preparing Banking Reconciliation. • Entering banking entries in GBMS software. • Posting entries of receivables and payables of different locations from one software (GBMS) to another (Aveeros). • Posting sales entries of domestic and international airlines in GBMS software. • Reconcile the current accounts of different locations of Flight Catering. • Any other Work as Assigned By the Management.

DUNYA MEDIA GROUP

BUREAU ACCOUNTANT

22nd June 2018 to 17th Aug 2023

KEY RESPONSIBILITIES:

LEVEL	RESPONSIBILITIES
Bureau Accountant	• Cheques & Cash Deposit in bank. • Dealing with banks. • Inspections of all Material receive in store. • Maintenance of stock records. • Preparation of routine voucher and data entry in accounting system. • Preparation of daily bank position. • Maintaining Petty Cash. • Preparing Banking Reconciliation. • Vouchers Posting in Financial Accounting Software. • Monthly audit of closing stock of Islamabad Press. • Reporting to the management regarding cash received from Marketing & Circulation Department. • Maintaining vendors' ledgers. • Deposit the cheques in social security office. • Coordination with the head office regarding vendor's payments, utilities bills payments. • Official visit to Pemra, EOBI Office, Social Security Office, PTA, Press National Council Of Pakistan, PTCL Headquarter. • Any Other Work as Assigned By the Management.

JADEED FEEDS INDUSTRIES PVT LTD

ACCOUNTANT

20th June 2017 to 21st June 2018

KEY RESPONSIBILITIES:

LEVEL	RESPONSIBILITIES
Accountant	• Telephonic Coordination with the bankers regarding feed payments. • Confirmation of payments through message to the sale offices accountants. • Verification of feed payments in web software. • Making entries in Sidat Hayder Software. • Dealing with the banks regarding internet access of the company accounts. • Reconcile the expense files of GP Farms & Hatcheries. • Any other Work as Assigned By the Management.

EXPRESS MEDIA GROUP
JUNIOR ACCOUNTS OFFICER
 21st April 2014 to 8th July 2017

KEY RESPONSIBILITIES:

LEVEL	RESPONSIBILITIES
Junior Accounts Officer	• Billing of ads published in newspaper. • Billing of ads related to Property expo & Express Education Expo. • Circulation Billing. • Coordinating with the station accountants regarding newspapers. • Making receipts. • Cheques & Cash Deposit in bank. • Maintaining vendors ledgers, agencies ledgers, business correspondent ledgers. • Maintaining three heads of petty cash i.e. TMN (Television Media Network), EPPL (Express Publication Pvt Ltd) & MPPL (Matrix Press Pvt Ltd). • Also maintaining the recovery cash & guest house cash. • Distribute Salaries to the lower staff i.e. drivers, peons, telephone operators. • Making vouchers of each head and post it in petty cash excel statement. • Closing of the petty cash in every 1st & 2nd quarter of month. • Preparing Bank Reconciliation. • Coordination with the head office regarding petty cash reimbursement, vendors payments, utilities bills payments & other financial matters. • Marking the attendance of the RWP Office Employees in Attendance Software. • Marking the employees leaves in software. • Reporting of the attendance of employees to head office on every 21st of month.

ULTIMATE CAD SOLUTIONS

ASSISTANT ACCOUNTANT

Sept 2012 to Oct 2013

KEY RESPONSIBILITIES:

LEVEL	RESPONSIBILITIES
Assistant Accountant	• Maintaining petty cash. • Dealing with clients. • Clear invoices from clients. • Send daily expense report to head office. • Prepare labors monthly salary. • Prepare monthly budget of site. • Prepare daily expense report. • Payment dealing with Contractors and Suppliers. • Preparing Bank Reconciliation. • Cash & Cheques Deposit in bank.

ACADEMIC QUALIFICATION

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|--------------------------------|------------------------------|
| • Bachelor of Commerce (B.Com) | University Of Punjab, Lahore |
| • FSC (Pre-Engineering) | FBISE |
| • Matriculation | BISE Rawalpindi, Pakistan. |

SKILLS

- Information Technology Pack (MSWord, Excel, Outlook, Power Point, Internet).
- Capable of learning new software due to special aptitude toward Technology.
- Strong Analytical skills.
- Confident and takes initiative.

STRENGTH

- Hard Working.
- Can utilize available resources efficiently.
- Can inspire others to work honestly.
- Can perform under pressure.
- Can execute a task within given time.

LANGUAGES

Fluent in the following language.

- English
- Urdu

REFERENCES

- Will Be Furnished on Demand.