



Address: House # DN 166/63, Amin Town,
Sector 04-A, Khayaban-e-Sirsyed
Rawalpindi Pakistan

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Muhammad Suleman Chaman

Objective

To become a part of a highly skilled and outstanding professional team. Try to groom the organization with my abilities and skills. But I know very well that nothing is possible without honesty and hardworking.

Personal Data

Father's Name	Muhammad Aftab Khan	Marital Status	Married
Date of Birth	3 rd Jan 1991	Gender	Male
NIC No.	34601-7128589-9	Nationality	Pakistani
Religion	Islam		

Academic Qualification

Master in Commerce	Aiou University
Bachelor in Commerce	PUNJAB University
D.com	P.B.T.E Lahore
Matriculation	F.B.I.S.E Islamabad

Experience

Madinatul Ilm (Project Qurtaba City)

Accounts Officer

(16-9-2013..... till to date)

Responsibilities

- Handling all type of vouchers
- Bank Reconciliation Statements
- Accounting Entries in ERP(Oracle)
- Assisting in the preparation of budgets
- Managing records and receipts
- Managing records and Payments
- Reconciling daily, monthly and yearly transactions
- Processing invoices
- Developing an in-depth knowledge of organizational products and process

- Resolve financial disputes raised by the customer service and sales teams
- Being a key point of contact for other departments on financial and accounting matters
- Supporting the Finance Manager and executives with projects and tasks when required
- Coordinating internal and external audit
- Handling Tax Matters of Organization
- Coordinating with Bank for Regarding Banking Transactions Matters
- Managing Account ledgers
- Handling accruals and prepayments
- Reporting on debtors and creditors

(Maintaining the financial standards required to meet the business Objectives.)

Qazi Trading Company

Assistant Accountant

(08-10-2010 to 13-09-2013)

Responsibilities

- Managing records of receipts
- Managing records of Payments
- Managing records of installments Cheques from Customers
- Daily Cheque Transactions
- Maintaining Customer Records
- Entering financial information into appropriate software programs
- Managing day-to-day transactions
- Completing purchase orders
- Coordinating with Bank for Regarding Banking Transactions Matters
- Managing company ledgers

Extra Skills

Microsoft office 1st January, 10 to 30 June, 10

- Ms Excel
- Ms Word
- Ms Power point
- Ms Access

Hobbies

Cricket, Traveling,
Internet (Emailing & Browsing)
Reading.

Languages

Urdu, English, Punjabi