



MUHAMMAD IRFAN

Accountant

✉ Malikirfi62@gmail.com

☎ 0307-1300563

📍 House no. 83 Officer colony
Mianwali

EDUCATION

M.Phil (Management Sceince)
University of Lahore sub campus Islamabad
2019 - 2022

B.Ed

AIOU Islamabad
2019 - 2022

B.com (Hons)
University of Sargodha sub campus Mianwali
2015 - 2019

F.A (Arts)
BISE Sargodha
2012 - 2015

Matric (Science)
BISE Sargodha
2009 - 2011

COURSES

- Occupational Health & Safety
- Computer Application
- Microsoft office
- E-Commerce Management

SKILLS

- Computer knowledge
- Problem-Solving
- Time Management
- Leadership
- Typing

Objective

To engage in a career that will allow for progress in terms of expertise, socio economic development and innovation through exposure to new ideas for professional growth as well as the growth of the company.

WORK EXPERIENCE

March 2023 – Continue
Dawat-e-Islami Trust

City Accountant

- Maintain accurate financial records
- Manage accounts payable & accounts receivable
- Account reconciliation

March 2022 – Jan 2023
CM Engineering Private Limited Lahore

Accounts Officer

- Maintain accurate financial records
- Perform bank and cash activities
- Bank reconciliation

Oct 2019 – Feb 2020
Jubilee Family Takaful Rawalpindi

Relationship Officer

- Visited corporate client offices to offer the latest products
- Built relationships with clients to maintain sales goals and create new opportunities

REFERENCES

will be furnished on demand