

Mohammad Mustafa

0343-5321052

mohammadmustafa53.mm@gmail.com

Knowledgeable and experienced Accountant with extensive knowledge handling and documenting financial transactions according to policies and preferred procedures. Experienced in maintaining accounts, processing accounts payable and receivable, managing invoices, and bank reconciliation processes. Bringing forth excellent customer service skills, strong organizational skills, and the ability to communicate well with others.



Experience

September 2019 – Nov 2024

Accountant at H.S. Ahmed Ally, Rawalpindi

- Processed payment and assisted with all financial transactions.
- Maintained invoices including Purchase bills, transactions, and all receipts in Accounts Software.
- Preparing Cheques and Deposit Slips for transactions.
- Enter Expenses and Payment Vouchers.
- Helped to manage and resolve billing disputes and collections.
- Bank Reconciliation of receivable and payable at the end of month.
- Filing of accounting records according to company policy.
- Assist in filling of sales tax Annex-A i.e. to check that the data uploaded on FBR website is correct.
- Assist auditor in his audit workings.
- Handle sales related enquires and manage it from order confirmation till its clearance of payment.

Education

Virtual University of Pakistan, Rawalpindi
Masters of Accounting and Finance
March 2019

University of the Punjab, Rawalpindi
Bachelor of Commerce
February 2014

College of Information Technology, Rawalpindi
Higher Secondary School Certificate
April 2012

Station School No.2, Rawalpindi
Secondary School Certificate
March 2010

Personal Details

Father Name: Shoakat Ali Mustafa

Date of Birth: 06th July, 1994

Marital Status: Single

Nationality: Pakistani

Religion: Islam

Highlights

- Accounting Software
- Data Entry Skills
- Accounting Skills
- Market Assessment Skills
- Superior Communication Skills
- Effective Time Management
- Fast Learner

Languages

- English
- Urdu