

Junaid Tariq

•Gujrat, Pakistan • Tel: +(92) 301-7849884• Age 27 years • Email: junaidtariq140@gmail.com

Experienced and resourceful finance/ accounts/ audit skills with a Master in Mathematics. Thrives working in a dynamic environment that call for exceptional adaptability, flexibility and effective collaboration and teamwork with and within teams.

WORK EXPERIENCE

2021-Current –Accounts Officer -Frontier Ceramics Ltd -(Head office Islamabad-Pakistan)

- Preparation sales & collections sheets
- Reconcile the bank statements
- Record keeping & printing
- Preparing & uploading Ann-C(sales) on FBR portal
- Worked on QuickBooks
- Entries of All Banks on software
- Verify all payments with banks
- Work on All online portals

RELEVANT SKILLS

- **Computer Skills:** Work on Quick Book (Accounting Software) and Good Excel Skill.
3 month office management diploma
- **Language:** Punjabi(Native Language), Urdu(Fluent),English (Good)

EDUCATION

2017-2019 Master in Mathematics (University of Gujrat)

2015-2017 B.Sc (University of Gujrat)

2013-2015 F.Sc (Bise.GRW)

2011-2013 Matric (Bise.GRW)