

MUHAMMAD ASIF

> Accountant Manager

Detail-oriented and highly organized accountant with over 10 years of experience in financial reporting, bookkeeping, and budget management. Skilled in preparing accurate financial statements, conducting audits, and ensuring compliance with industry regulations. Adept at identifying cost-saving opportunities, analyzing financial data, and providing actionable insights to support business decisions. Strong communicator with a proven ability to work independently and as part of a team to meet tight deadlines and exceed expectations.

CONTACT

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Address:
Pindora Chungi, Rawalpindi, Pakistan

EDUCATION

> 2008-2010

B.COM

University of the Punjab

> 2004-2006

Matric

Abdalian Science Secondary School

EXPERIENCE

> Mar 2024 - Present

Accountant

Leading Communication

- Assisted in the preparation of financial statements, including balance sheets, income statements, and cash flow reports.
- Provided excellent customer service, addressing inquiries, resolving complaints, and ensuring a positive shopping experience.
- Supported the preparation of monthly, quarterly, and annual budgets, tracking expenses and assisting in cost analysis.
- Maintained accurate cash drawers, performed cash reconciliation, and ensured that all transactions were correctly recorded.
- Assisted with stock organization, restocking shelves, and ensuring product availability.
- Ensured cleanliness and safety standards were upheld in the checkout area.

> May 2018 - June 2023

Cashier

Bank Of Punjab

- Processed customer transactions efficiently, including deposits, withdrawals, check cashing, and account transfers.
- Handled cash, checks, and other financial instruments, ensuring accurate cash management and compliance with bank policies.
- Assisted customers with account inquiries, providing information on account balances, recent transactions, and banking products.
- Verified customer identity and ensured all necessary documentation was completed for various banking services.
- Promoted and cross-sold bank products and services, such as savings accounts, loans, and credit cards.
- Maintained accurate records of daily transactions and reconciled cash drawers at the end of each shift.
- Ensured compliance with banking regulations and security protocols to protect customer information and prevent fraud.
- Addressed customer complaints and resolved issues, providing exceptional customer service.



2017 - 2018

Account Assistant

NRSP / UPAP

- Managed accounts payable and receivable, ensuring accurate and timely processing of invoices and payments.
- Maintained detailed records of financial transactions, including bank reconciliations, to ensure accuracy and compliance.
- Supported the preparation of monthly, quarterly, and annual budgets, tracking expenses and assisting in cost analysis.



2013 - 2016

Clerk

Abdalian Science Secondary School

- Managed administrative tasks, including answering phone calls, handling emails, and greeting visitors to ensure smooth school operations.
- Assisted with maintaining student records, including enrollment, attendance, grades, and personal information, ensuring data accuracy and confidentiality.
- Supported the preparation and distribution of reports, memos, and correspondence for school staff, students, and parents.
- Managed scheduling for meetings, events, and appointments for school leadership and staff.
- Assisted in processing school fees, maintaining financial records, and supporting budget tracking and reporting.

SKILLS

- Customer Service
- Communication
- Teamwork
- Cash Handling and Financial Management
- Data Entry and Record Keeping
- Multitasking