

Muhammad Nabeel



Contact

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House # CB35, St # 27, Chamanabad,
Misrial Road, Rawalpindi.

Personal Detail

Father's Name: Muhammad Zareed

Date of Birth: 22-06-1998

CNIC: 42301-8527270-5

Nationality: Pakistani

Domicile: Punjab

Religion: Islam

Marital Status: Single

Certifications

- **Certificate in Information Technology:**
Microsoft Office (Word, Excel, Power Point)
- **Communication and Soft Skills**

Digital/Soft Skills

MS Office, Software Skills, Email &
Other Correspondence, Excellent
Communication & Presentation Skills

Languages

English, Urdu, Punjabi

References

Will be furnished on demand

Career Objective

Seeking a challenging and dynamic role where I can apply the knowledge and skills acquired during my studies to contribute effectively to the financial and business operations of an organization. With a strong foundation in accounting, finance, and business management, I aim to pursue a career that allows for continuous learning and growth, with the goal of becoming a skilled financial professional capable of making impactful contributions to my chosen field.

Profile

- Proficient in maintaining accurate and organized financial records, including ledger entries, invoices, and receipts.
- Efficiently manages workload and meets deadlines, ensuring financial tasks are completed on time.
- Highly motivated, experienced, passionate & ambitious.
- Hardworking, Have Patience & tolerance.
- Decision making, critical thinking, organizing and planning.
- Self-motivation, initiative with a high level of energy.

Experience

- **New Ad Care Outdoor Advertising**
Designation: Accountant
Duration: 2 Months (Continue)
- **Puffs International (Pvt) Ltd**
Designation: Accountant
Duration: 1 Year (01-May-2024 to 14-May-2025)
 - Data Entry, Filing & Document Management, Billing & Invoicing, Inventory Management & Recordkeeping.
- **Syntax Scientific**
Designation: Accountant
Duration: 2 Years, 6 Months (Nov-2021 to Apr-2024)
 - Bookkeeping, Financial Reporting, Bank Reconciliation, Invoicing, Expense Management, Audit Assistance, Budgeting & Forecasting, Vendor & Supplier Relations.

Education

- **Graduation:**
B.COM (Bachelor in Commerce) – 2017 to 2019
Quaid-e-Azam University, Islamabad
- **Intermediate:**
ICS (Intermediate of Computer Science) – 2014 to 2016
ICMC College, RWP (FBISE)
- **Matriculation:**
Secondary School Certificate (Science) – 2012 to 2014
F.G Boys Secondary School, RWP (FBISE)