



I'm Muhammad Nauman

From Wah Cantt

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Looking For

A challenging position that enables me to contribute to the organization goals & availing an opportunity for growth & advancement in the field of administration and Accounts.

I am

A highly motivated and enthusiastic person with a diverse range of Knowledge and experience of retail business, Project management, Pharmacy Accounts, versatile and learns new skills/tasks quickly. First class communication and organizational skills with the will and determination to succeed.

Experience

SEPTEMBER 2015 - PRESENT

Bin Nadeem Associates Pvt Ltd, Rawalpindi - *Manager Accounts*

OCTOBER 2020 - MARCH 2023

Perri Drugs Pharmacy, Rawalpindi - *Manager*

MAY 2013 - JULY 2015

The Provider Plus, Islamabad - *Accounts Officer*

OCTOBER 2008 - APRIL 2012

Oriental Grammar School, Rawalpindi - *Accountant*

Major Duties and Responsibilities

Throughout my career, I have taken on diverse responsibilities that reflect both my current expertise and past experience. Below are key highlights that demonstrate the scope of my work and the value I bring to an organization.

- Invoice proceeding to clients
- Receive, verify & Process all invoices/ bills, GRNs & ensure transactions are correctly recorded.
- Medical Billing and Pharmacy Accounts Management along with Administration of Complete Pharmacy Setup.
 - Recording of daily Cash & Credit Card Sales & Purchases
 - Maintain & reconcile General Ledger Accounts
 - Reconciliation of Supplier Ledger Balance
 - Provision of Withholding Tax Challan to suppliers for Tax deducted on Purchases
- Monitor & Review accounting & system related reports for financial accuracy and completeness.
- Preparing Bank Reconciliation
- Keep the financial records updated of the running projects.
- Financial reporting & audit preparation and coordinate the audit process.
- Banking transaction by manual and online (cheque deposits, cash receipts, payment transfer, cheque books, credit card sales recording etc)

Core Competencies

- Financial Statements
- Bank Reconciliation Statements/ Accounts Reconciliations
- Accounting Package: Peachtree, Quick Books, Abuzar Pharmacy Software, Lightwave by Lumensoft

Education

2012, CGPA 3.05

COMSATS, Wah Cantt – *MBA Finance*

2008, 1st Division

University of Punjab, Lahore – *B.Com*

2006, 1st Division

Science Degree College, Wah Cantt – *Pre-Engineering*

Summary

I am passionate about the possibility of discussing how my skills and experiences can contribute to your organization.