



Phone

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Email

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Address

H#B-1-484 Mohallah Islam
Pura Jhelum

Education

Feb 2013 – Jun 2016
M BA (Finance)
NUML Isb

Aug 2010 – Sep –2012
B.Com (IT)
PU – Jhelum

Aug 2008 – Jul 2010
Fsc (Pre.eng)
FBISE Isb

Aug 2006 – Jul 2008
Matric (Science)
BISE rwp

Expertise

- Financial Reporting & Analysis
- Bookkeeping and Transactions (RV, PV & JV)
- Reconciliation & Forecasting
- Payroll Configuration (TADA, EOBI, Pfund & LWO)
- Communication & Teamwork
- Proficient in Computer Hardware & Software

Language

Urdu

English

Punjabi

MUHAMMAD YASIR MASOOD

Obtain a challenging leadership position applying creative problem solving and lean management skills with a growing company to achieve optimum utilization of its resources and maximum profits.

Experience

Dec 2018 - Feb 2026

Fauji Foundation Hospital Jhelum

Finance/Account Assistant

- Account/Finance entries including receipts, payments & journal entries.
- Financial data record and updating to prepare timely reports.
- Managing invoices (account payables & receivables), processing expense and their payments.
- Performing bank reconciliation, checking invoices for timely payments & receipts.
- Payroll configuration.
- Maintaining EOBI record and their further payment.
- Tax collection from vendors and payment to FBR.
- Balancing of cash in-hand and cash at-bank.
- Worked about Monthly Cash Forecasting.
- Maintaining records of TADA, EOBI, Pfund & LWO.
- Patient's indoor/outdoor queries and day-to-day operating activities.
- Cash collection from different departments and to deposit into bank very next day to maintain accuracy and upgradation.

Jan 2017 – Dec 2018

MCB Bank Ltd.

Teller Service Officer (TSO)

- Cash operations, Cash receipts, payments, ATM replenishment & vault duties.
- Professional services to customers at counter. Maintaining customer friendly environment.
- Collection of utility bill, inward/outward clearing, remittances, account opening/closing and teller related transactions.
- Identifying new customer account and selling consumer product.
- Performing branch operations under given SOP (TAT).

Achievements & Certificates

Star Award - MCB Bank Ltd.

Outstanding Commitment towards Service Quality & Customer Experience.

Computer Hardware Diploma

Parts & functions, BIOS Setup, Computer Assembling, Hardware Configuration, Driver Installation & Networking.

Internee - MCB Bank Ltd.

Account opening/closing, Remittances, Cash Dealing, ATM Queries & KYC.