



📞 Cell: 03471205679

✉ Email: razwanmuhammad76@gmail.com

MUHAMMAD RAZWAN

Always accept the challenging job Because its the only way to prove myself beyond my profession.

OBJECTIVES

Looking for an opportunity to commit and dedicate to achieve the goal of the management with best effort of team work in the demanding environment where I can boost my Abilities and be commendable for the organization.

RECENT EXPERIENCE IN KSA:

Duration: **1 Years (2021 – 2022)** Company: AL SHALAWI INTERNATIONAL HOLDING CO.

Post: **INVENTORY CONTROLER**

Project: Marjan Northern Road Project (6600045009)-KSA

Duration: **2 Years (2019 – 2021)** Company: AL SHALAWI INTERNATIONAL HOLDING CO.

Post: **SYSTEM OPERATOR**

Project: RC Project (537-S01) – Jubail -KSA

EXPERIENCE IN KSA:

Duration: **2 Years (2017 – 2019)**

Company: Saudi Dredging Company Pvt Ltd.

Post: **Data Entry Operator:** Al-Khobar –KSA.

PROFESSIONAL EXPERIENCE:

Duration: **4 Years**

Company: MIYAR INTERNATIONAL SIALKOT Post:

ACCOUNTANT

RESPONSIBILITIES:

- Preparing and analyzing accounting records and financial statements reports
- To assess accuracy and conformance to reporting and procedural standards of reports
- Compute taxes owed and prepare tax returns, ensuring compliance with payment, reporting and other tax requirements
- Studying the reports given by auditors and CA and submitting it to the management
- Analyze business operations, trends, costs, revenues, financial commitments, and obligations to project future revenues and expenses or to provide advice
- Avoiding outstanding expenses and managing the petty cash
- Establishing table of accounts
- Assigning entries to proper accounts
- Preparing periodic reports to compare budgeted costs to actual costs.
- Using accounting tools wherever necessary
- Handling ledger accounts and keeping the check for any invoices or payments ○
- Preparing forms and manuals for accounting and book keeping personnel. ○
- Survey Operations to ascertain accounting needs.

EMPLOYMENT HISTORY:

Duration: **2 years**

Company: UMAINAH INTERNATIONAL SIALKOT

Post: **ACCOUNTANT**

RESPONSIBILITIES:

- Using automated accounting systems for data input and to obtain reports
- Responsible for maintaining accounting ledgers and performed account reconciliation
- To maintain the status of funds
- Performing account analysis and account research
- To process accounting transactions
- Responsible for expenditure and collection transactions
- Handled customer inquiries, researched problems and developed solutions

- To train the junior accounting clerks
- Researched problems and processed corrected payments
- To maintain records of payment information
- Managing vendor accounts, generating weekly on demand cheques

INTERNSHIP: 1 Month in Askari Bank Daska

KEY SKILLS:

- Good analytical and problem solving skills
- Sound knowledge of handling Accounting systems
- Excellent ability to sort, check, count and verify numbers
- Strong ability to use an automated accounting system
- Good organizational skills

PERSONAL PROFILE:

Date of Birth : 30.11.1988
Father's Name : Abdul Hameed
C.N.I.C No : 34602-9304508-7
Marital Status : Married
Religion : Islam
Nationality : Pakistani

FORMAL EDUCATION:

B.COM from Punjab University Lahore (2nd Div)
D.COM from Punjab Board of Technical Lahore (1stDiv)
Matric from Board of Intermediate Secondary Education Gujranwala (1stDiv)

COMPUTER SKILLS

- Basic Computer
- Browsing , internet
- Window installation & Microsoft office
- Computer Hardware

PERSONAL QUALITIES

- Hard Working and accept challenges
- Friendly in Nature

- Good team player
- Motivational & energetic
- Optimistic

VERBAL COMMUNICATION:

English, Urdu, Punjabi / Read, Write, Speak

REFERENCE:

Will be furnished on demand