

# Muhammad Naseer

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Road 912 Block 109 Al Hidd  
Bahrain

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## **Objective**

My objective is to enhance my knowledge and skills through challenging, career oriented and motivational tasks by joining esteemed organization like yours, and help you achieving your goals by using my abilities in the best possible way.

## **Academic Qualification:**

Year	Degree	Div	Major Subjects	University/Board
2012	B.COM	2 <sup>nd</sup>	Commerce	Punjab University
2008	D.COM	2 <sup>nd</sup>	Commerce	PBTE, Lahore
2005	SSC	2 <sup>nd</sup>	Science	RBISE, Rawalpindi

## **M.Com Continue from Virtual University**

## **Other Qualification:**

### **6 Months diploma in Computer application in:**

- ❖ Microsoft Office
- ❖ Utility of Internet & Email

## **Computer Skills:**

- ❖ Window XP Window 7 Window 8
- ❖ MS Office

### **❖ Hand on Quick Book & Peachtree Accounting Software**

& Tally software

## **Languages:**

- ❖ Urdu
- ❖ Punjabi
- ❖ English

## **Other Information:**

- ❖ Father' s Name
  - ❖ Religion
  - ❖ Date of birth
  - ❖ CPR
  - ❖ Marital Status
- Fazal Karim  
Islam  
26<sup>th</sup> November, 1988  
881174378  
Married

**Experience:**

Organization	<b>Nasir Jamshaid Maqsood Imran (NJMI)</b>
Organization Type	<b>Audit Firm</b>
Designation	<b>Assistant Accountant</b>
Location	F-11 Markaz Islamabad Pak
Type of Experience	Full Time
Tenure	Working from October 2008 to May 2009.

Organization	<b>Baoo Jee Restaurant</b>
Organization Type	<b>Accounts Manager</b>
Designation	Airport Road Dhoke Hafiz Rawalpindi Pak.
Location	Full Time
Type of Experience	Working from May 08, 2013 to Onward
Tenure	<b>(Quick book Software)</b>

Organization	<b>RF Compera Advertising Agency</b>
Designation	<b>Accounts Manager</b>
Location	6 <sup>th</sup> Road Murree Road Rawalpindi Pak.
Type of Experience	Part Time
Tenure	Working from Sep 24, 2018 to March 03, 2021
	<b>(Quick book Software)</b>

Currently working with G4S security solution Bahrain

**Responsibilities:**

- ❖ Maintaining Petty cash ledger
- ❖ Maintaining records of daily Sales
- ❖ Maintaining records of daily Purchases
- ❖ Maintain Release Order
- ❖ Bank Reconciliation
- ❖ Maintaining records of Receipts & Payments
- ❖ Maintaining Inventory Receiving and issuing
- ❖ Preparing Vender ledger
- ❖ Preparing Monthly sales report
- ❖ Controlling receipts and issuance of stock
- ❖ Payroll

**References:**

References would be provided on request.