

# **CURRICULUM VITAE**

## **Muhammad Muzafar Manzoor**

Chah Arian wala khoja Tehsil Shujabad,  
District Multan  
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### **PERSONAL DETAILS:**

Father Name: Manzoor Hussain  
Marital Status: Single  
Religion: Islam  
CNIC: 36304-6303945-5  
Domicile: Multan (Punjab)  
Country: Pakistan  
Date of Birth: 25-12-1994

### **CAREER OBJECTIVE:**

To contribute towards the growth and development of organization where there are great opportunities for growth, both professionally and personally and where I can use my knowledge and skills.

#### **Master in Commerce (M.Com)**

***BZU Multan***

***(2014-2015)***

- Finance
- 60.28% of M.com

#### **BACHELOR OF Commerce (B.Com)**

***BZU Multan***

***(2012-2013)***

- Accounts
- 60.46% of B.com

#### **Diploma in Commerce ( D.com)**

***PBTE Lahore***

***(2010-2011)***

- Accounts
- 61.75% of D.com

#### **Matric**

***BISE Multan***

***(2008-2009)***

- Science group
- 59.14% of Matric

### **Professional Strength:**

- Ability to learn quickly.
- Ability to work with team as well as self motivation.
- To be a challenging position.
- Good Communication and Decision Skills.

### **Computer & IT Skills:**

- Microsoft Windows Operating Systems.
- Computer Hardware & Software Systems.
- Microsoft Office Applications.

## **PROFESSIONAL EXPERIENCE IN PEPSI**



### **Naubahar Bottling Company (PVT) Ltd (Pepsi Cola), Gujranwala**

***Internal Auditor (Naubahar Bottling Company)***

**(Nov, 2016 - Present)**

#### **Duties & Responsibilities**

A franchise of PepsiCo International

#### **Internal Auditor (SAP)**

**Nov, 2016**

Naubahar Bottling is a Associate of Thal Industries Corporation During my tenure here I had the opportunity of gaining experience by way of providing the following nature of services to my organization.

#### **Sales Audit**

- Checked the Sales Order SAP and Oracle Sheets.
- Identify the errors and made audit observation.
- Checked incentives of dealers, agencies and salesmen.
- Checked Empties slip and Gate pass.

#### **FINANCE AUDIT**

##### ***PRE –AUDIT***

- Checked and audited the bank, cash, and transfer vouchers.
- Checked and audited the payments in respect of medical and social welfare.
- Verification of Ufone bills.
- Verification of Ufone Excess over limit of employees.
- Preparing and verifying PTCL personal calls amounts.
- Verification of EOBI and social security.

**GHAZI & COMPANY**

***(Chartered Accountants)***

***Temporary Trainee (Internship)***

**(May, 2016-Oct, 2016)**

**Core Work Skills**

- Preparation of financial statements
- Checked by vouching.
- Obtaining Sufficient Evidence to Form an Opinion.

**Reference:**

- Reference will be furnished at request.