

Muhammad Zain



Professional Resume

Date of Birth: 11 – NOV – 1994

Address: Sohail Arcade, Plot 363-B, Flat # 1, Dhoraji Colony, Kathiawar Cooperative Society, Karachi.

Cell: (92-316) 2821380

Objective: Ardent to acquire a career oriented and challenging position in a dynamic and progressive organization where I can grow by utilizing my experience, skills and knowledge for the Prosperity of organization.

Resume Summary:

Education : B.Com

Experience

Organization : **Coatinks (Pvt.) Ltd.**

Organization Type : Manufacturer

Designation : Accountant.

Tenure : February, 2014 To Date.

Brief Job Description :

- To prepare monthly sales tax return.
- To prepare invoices to customer.
- To perform Bank Reconciliation.
- To received cheques through mail & posted on software
- To verify all sales & purchase.
- To prepare accounting entries.
- To prepare sales register with complete details.
- To maintain records & files.

Organization : **Al Arshad Corporation**

Organization Type : Manufacturing of fabric.

Designation : Store keeper.

Tenure : September, 2012 To January, 2014.

Brief Job Description :

- Maintain Store as per management requirement.
- Buying Goods as per staff requirement & as per Sample.
- To prepare Gate Pass & feeding complete detail on software.
- To prepare Requisition as per stock checking detail.
- Review and verify previous supplier record.

Professional Certification & Academic Education

Sr.	Certification / Degree	Institution / University	Specialization / Major	Passing Year
1	B.COM	National College, Karachi	Commerce	2016
2	HSC	National College, Karachi	Commerce	2013
3	SSC	Pak Cambridge School	Computer Science	2011

Other Qualification

Sr.	Certification / Degree	Institution / University	Specialization / Major	Passing Year
1	Information Technology.	Rangoonwala	Excel, Emailing and Internet.	2011

Computer Skills

Sr.	Skills & Abilities	Proficiency Level	Last Used / Practiced
1	Microsoft Office	Average	Currently Using
2	Microsoft Outlook	Average	Currently Using
3	Microsoft Windows	Average	Currently Using
4	Emailing and Internet	Excellent	Currently Using

Social Membership & Co-curricular / Leisure Activities

Sr. Description of Activities

1	Reading Books
2	Playing Cricket

Personal Information

Father's Name : Abdul Karim
Marital Status : Single
CNIC No. : 42201-3500727-5
Religion : Islam
Nationality : Pakistani
Bilingual : English & Urdu.
Passport No. : CB5907271

References

Reference will be provided on request.