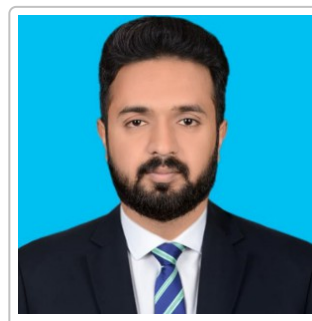


Muhammad Irfan Suleman

Personal info

Date of birth: 03/03/1996
Nationality: Pakistani
Address: United Arab Emirates
Phone number: +971522001918
Email address: irfansulemangrw@gmail.com



Career Objectives

Career Objectives:

To make positive contribution as part of your dynamic and well reputed organization in a position where my management, decision-making, accounts, finance and communication skills will be appreciated and enhanced

Career Highlights/Professional Summary:

I have completed my "**Bachelor of Business Administration (BBA) in Finance**" from the "**University of Sargodha, Pakistan**". I am working in a company called "**Al Fareej Ice-cream**" in Ras al khaimah, United Arab Emirates as an accountant form September 2019. Previously worked in a company called "**Super Asia group of companies**" In Gujranwala, Pakistan for 3 year as "**Accountant**" and 6-week internship at blessed textile at Sheikhupura" as (internee). **Further details are mentioned below:**

Experience

Al Fareej ice-cream Ras al khaimah United Arab Emirates	Accountant 1- Accounting 2- Supervision of Accounting Books. 3- Preparation of Financial Statements. 4- Strategy Formation of Business by keeping in view the Financial Statements and Trends. 5- Bill Making 6- Balance sheet 7- Bank reconciliation statement 8-flow cash 9- salary preparation 10- Auditing 11- Book keeping 12-Petty cash 13-General ledger	09/2019 – present
Super Asia group of companies Gujranwala Pakistan	Accountant 1- Accounting 2- Supervision of Accounting Books. 3- Preparation of Financial Statements. 4- Strategy Formation of Business by keeping in view the Financial Statements and Trends. 5- Bill Making 6- Balance sheet 7- Bank reconciliation statement 8-flow cash 9- salary preparation 10- Auditing 11- Book keeping 12-Petty cash 13-General ledger	03/2016 – 06/2019
	Internee Worked in different departments	07/2017 – 08/2017

Experience

Blessed textile mill Sheikhupura Pakistan	Human resources Accounts Management information systems Supply chain
--	---

Education

University of Sargodha Pakistan	Bachelor's of business administration <ul style="list-style-type: none">• Introduction to Business• Strategic Business Management and Planning• Marketing and Business Environment• Auditing and Functional English• Cost Accounting & Advance Accounting• Accounting for decision making• Computer• Management• Banking and Finance• Investment and portfolio• ISO Standers• Human Resource Management	
Board of intermediate and secondary education Gujranwala Pakistan	Intermediate in computer science	2013

Skills

Personal Abilities	
Perform Under Tremendous Pressure Multi-Tasking Effective Team player Business Development Analysis Critical Thinking Business development creativity Decision making Leadership Complex problem solving Ms office Internet suffering Operating system Quick learning Planning Directing Coordinating Execution Work on oracle	Ambitious Hard working Energetic Well discipline Positive thinking Self motivated Flexible Good communication Soft spoken Good oral Good written
Languages	
English Urdu Hindi Punjbi	