

Bio Data

NOOR-UL-HABIB

ACCOUNTS ASSISTANT

Mobile: 056 934 9376

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Career Objective

To work in an organization where I can learn, & diversify my knowledge, skills and potential in an effective manner to transform myself in a competent professional and can work for the prosperity of the organization and me.

Work Experience

Organization	Lavish Design LLC. (current working)
Role	Accountant

Job profile

- Maintain Sale Record on Daily Basis.
- Checking of Vendor invoices & Make Payment Against Invoices.
- Dealing with all Kinds of Expenses.
- Checking Stock on Monthly Basis.
- Reconcile Bank Statement against Ledger
- Entering Production on Daily Basis.
- Handle Pay Roll in Excel.
- Making Cost Sheet on Monthly Basis.
- Vat Submitting and return.
- Reporting to Sr. Accountant about creditor and debtor.

Organization	Food Consults Private Ltd, Lahore, Pakistan (AUG 2021- DEC 2022)
Role	Assistant Account

Job profile

- To Maintain Income & Expenses Account's (Daily & Monthly Basis).
- To maintain the whole range of Accounts Payable & Accounts Receivable.
- Handle petty cash, Tally cash balances, Attached supporting vouchers for obtaining necessary approval.
- Handle and process mails relevant to office work.
- Monitor and order office supplies.
- Prepared cheque in a computerized environment.
- Sorts documents and posts debits/credits to proper account.
- Balance entries and makes necessary corrections if required
- Prepare cheque for payments.
- Prepare and check invoices, requisitions and other documents for processing, encodes and obtains approval when necessary.
- Perform Clerical duties such as sorting mail, filing and typing, operates variety of general office equipment.
- Keep update bank discounted bills

Organization	Pak Premier Food Pakistan (DEC 20- JULY 2021)
Role	Assistant Account

. Job profile

- To Maintain Income & Expenses Account's (Daily & Monthly Basis).
- To maintain the whole range of Accounts Payable & Accounts Receivable.
- Deposit Cheque & cash in Bank.
- Maintain Staff Attendance Sheet Daily.
- Daily Report submit to Head Office.
- Received Cash Sale From Sales Man.

Qualification

Course	Name of institution	Board/University	Year
B. Com	NCBA&E	Lahore, Punjab Pakistan	Sep-2020
F.SC Pre Engineering	Govt Khawaja Rafiq She College	Cantt, Lahore Pakistan	Oct-2018
Matriculation	F.G Abid Maj High School	Cantt, Lahore Pakistan	Aug-2016

Skill's & Languages

- Computer Windows, MS Office.
- Internet Explorer, E-mail, Search Engines.
- Software ERP, Tally, Xero, Oracle, Quick book.
- Languages English, Urdu & Punjabi (Read, Write & Speak)

Personal Profile

- Father's Name: Amir Javed
- Date of Birth: 21.05.1999
- Religion: Islam
- Passport No: BP9901301
- Nationality: Pakistan
- Marital Status: Single

