

BURHAN RIAZ

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OBJECTIVES

To serve the nation by looking for a position in an organization where I can effectively use my education, knowledge and experience to efficiently develop and to the management & growth of the organization.

PROFESSIONAL DEVELOPMENT

Masters	Masters of Commerce (M.Com)	University of Sargodha, Sargodha	(2014-2017)
Graduation	Bachelor in Commerce (B.com)	University of Sargodha, Sargodha	(2012-2014)
Intermediate	Diploma in Commerce (D.Com)	Punjab Board of Technical Education, Lahore	(2010-2012)
SSC	Matriculation (Science)	Board of Intermediate & Secondary Education, Gujranwala	(2008-2010)

TECHNICAL QUALIFICATION

Computerized Accounting (Peechtree)	TDCP-Institute Of Tourism & Hotel Management, Gujranwala
Office Management (Word, Excel, Powerpoint)	Greenz Group of Colleges, Gujranwala

PROFESSIONAL EXPERIENCE

Madni Dyeing & Printing Mills, Gujranwala

Jan 2018 – Till Date | Accountant

- Transferred manual Accounts & Record system to computerized database system
- Managing Payable and Receivables with the extent of accuracy
- Responsible for Accurate and monthly preparation of records
- Maintain Financial Accounts and records
- Reconcile all Debtors and Creditors Ledgers on Monthly Basis
- Stock taking and reporting
- Manage cash-In-hand and petty cash on daily basis
- Journal entries and Ledger preparations
- Work efficiently in team and individually

Faisal Sanitary Fitting, Gujranwala
Jun 2016 – Jul 2016 | Internship

- Prepare Journal and ledger accounts
- Pass accounting entries of day-to-day business transactions
- Maintaining Sales & Purchase Records
- Maintain records manually and computerized

COMPUTER SKILLS

I have knowledge to work with

- Peachtree (Accounting Software)
- Microsoft windows & Applications
- Microsoft Office (Word, Excel, Powerpoint)

DEMONSTRATED SKILLS

- I always establish good working relationships with team player.
- I am very confident in discussing business matters with seniors.
- Having admirable communication skills to talk with others.

PERSONAL DETAILS

Date of Birth:	9 th September 1994
Marital status:	Married
Nationality:	Pakistani
ID Number:	34101-9855260-9
Language:	English, Urdu, Punjabi

PROFESSIONAL REFERENCE

References will be provided on demand.