

**MUHAMMAD JAMAL KHAN NIAZI**

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[St # 10 New Green Bani Gala Near Imran](#)

[Khan Residence, Islamabad](#)

**OBJECTIVE**

Seeking a challenging avenue where my potential and skills match the organization growth and strength and to contribute for the achievement of organizational goals with betterment of my career prospects.

**ACADEMIC QUALIFICATION**

<b>2010</b>	<b>MBA in Finance</b> Foundation University, Islamabad 3.28CGPA
<b>2007</b>	<b>B.Com</b> Islamia University Bahawalpur Marks 979, Division 1 <sup>st</sup>
<b>2004</b>	<b>ICS</b> Federal Board, Islamabad Marks 671, Division 1 <sup>st</sup>
<b>2002</b>	<b>Matric</b> Rawalpindi Board Marks 486, Division 2 <sup>nd</sup>

**PROFESSIONAL EXPERIENCE**

Recently, I am working with Transguard Group LLC as Custodian from November 2022 to now

**1. M/S HEALTH TEC**

Deals in Cardiology & Electro Medical Equipment

Working Period: October 2019 to October 2022

Worked As “Manager Accounts”

*Responsibilities Outline: -*

1. Preparation of Cash Book & Petty Cash Book
2. Profit & Loss Accounts, Balance Sheet, Fixed Asset Schedules, Cash Flow Statements
3. Bank Reconciliation Statement
4. Cash/Cheque Disbursements
5. Receivable & Payable Management
6. Stock taking at Month End

**2. TRANSGUARD GROUP LLC**

Cash Services ATM/CIT

Working Period: February 2013 to August 2019

Worked As “CREW TEAM LEADER”

*Responsibilities Outline: -*

1. ATM Replenishment of Different UAE Banks

2. Cash in Transit handling as a Team Leader
3. Route Handling and reporting activities to Cash Management Centre
4. Cheque Clearance of Different Banks in UAE
5. Handover work to CMC at the day end/Final Reporting

3. M/S HEALTH TEC

Deals in Cardiology & Electro Medical Equipment

Working Period: December 2009 to February 2013

Worked As “Manager Accounts”

*Responsibilities Outline: -*

1. Preparation of Cash Book & Petty Cash Book
2. Profit & Loss Accounts, Balance Sheet, Fixed Asset Schedules, Cash Flow Statements
3. Bank Reconciliation Statement
4. Cash/Cheque Disbursements
5. Receivable & Payable Management
6. Stock taking at Month End

**4. AGHA MUJEEB & CO**

Chartered Accountants, Rawalpindi

*Department: Accounts & Finance*

*Working Period: June 2009 to December 2009*

Worked as a Professional Accountant (Department:- Accounts and Finance)

*Responsibilities Outline: -*

1. Preparation/Scrutinize of Accounts
2. Preparation/Scrutinize of All Books of Accounts on Monthly and Yearly basis
3. Review of Accounts on Monthly Basis.
4. Preparation/Scrutinize of Projected Cash Flow and Comparison of Projection with Actual
5. Preparation/Scrutinize Bank Reconciliation Statement
6. Preparation/Scrutinize of Fixed Asset Schedule

**PERSONAL INFORMATION**

Father's name	Muhammad Salim Khan
Date of Birth	December 29, 1987
Passport No.	DD9916311
Marital Status	Married
Nationality	Pakistani

**COMPUTER LITRACY**

I have a six Months Diploma in Computer Literacy from Pakistan Institute of Computer Science (PICS)  
Well known with

Peachtree Accounting System  
Quick Books Accounting System  
MS Office & Other Applications

**REFERENCE:**

References will provided on demand