

Syed Muhammad Danish

Assistant Accountant / Accountant

To enhance and augment my professional skills by working with an organization which gives me an opportunity to continue my journey to become well-groomed professional.



Contact Info

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Strengths & Skills

- ✓ Internet & E-mail Window Installation
Hardware Software
- ✓ Microsoft Office (Lahore Institute of
Technical Education)

Academics

Title	Institute	Date
B.COM	Punjab University 2014- 2016 Lahore.	2016
I.COM	I.COM - Govt Higher Sceondry School Afilliated with BISE Lahore 2011-2013, Lahore.	2013
Matric	Matric - Govt Higher Sceondry School Afilliated with BISE Lahore 2009-2011, Lahore.	2011

Experience

Company	Designation	Duration	
Fauji Security Services Pvt Ltd	Assistant Accountant / Accountant	Jun 2021 - Present	1.7 years
Dawat e Islami	Assistant Accountant / Accountant	Mar 2016 - Jun 2021	5.3 years

Work History

Fauji Security Services Pvt Ltd Jun 2021 - Present (2.1 years)

Assistant Accountant / Accountant

Rawalpindi, Pakistan

- Maintenance of Accounts on SAP.
- Making different payments and petty cash for 08 regions in Pakistan.
- Preparation of EOBI, Social Security of all the employees on monthly basis.
- Monthly financial reporting to Finance Officer/ Finance Manager regarding payables.
- Preparing bank reconciliation statement on weekly basis.
- Preparation of bank payment vouchers and bank receipt vouchers.
- Maintenance of Petty Cash Tax record and segregation of tax payments on filer and non-filer basis.
- Payment to suppliers/ vendors and making tax adjustments of payments on filer and non-filer basis.
- Verifying, allocating, posting and reconciling accounts payable and receivable.
- Prepares payments by verifying documentation, and requesting disbursements according to SOPs maintained by Senior Management.
- Preparation of documents and reports for internal audit and internal control

Dawat e Islami

Mar 2016 - Jun 2021 (5.3 years)

Accountant

Rawalpindi, Pakistan

- Assist with preparation of the budget.
- Implement financial policies and procedures.
- Reconcile the general ledger.
- Cash handling
- Daily Cash deposit

- Prepare and reconcile general bank statements.
- Establish and maintain supplier accounts.
- Ensure data is entered into the system.
- Assist with the annual audit. • Reconcile the accounts payable.
- Reconcile the accounts receivable.
- Reconcile weekly deposits.
- Maintain the leave management system.
- Supervise completion of the payroll.
- Review payroll reports

Industries

- Accounting/Taxation
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