



Muhammad Sulaiman

Assistant Accountant

CONTACT



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SKILLS

Communication skills

Microsoft office

Teamwork

Product research & knowledge

Essential Retail System

Multitasking and
Time-Management

Problem Solving

About me

I intend to become a productive part of an esteemed organization and contribute towards its growth and development.

An environment of challenge and opportunity will definitely help me to discover my own capability of creativity and determination.

Experience

Khaiber Star Safety Glass

Assistant Accountant (2022 till continue) Work as sales tax invoice Cash officer & Customer services

RCG Retail Store

Assistant Accounts (2019 To 2020)
General Voucher, Party payments
Petty voucher & Petty voucher

Sitara Textile (Internship)

Garments Department (2017)
Western & Eastern Men's
Wear

RCG Retail Store

Inventory control (2016 To 2019)
Stock Management, GRN, SRN
Bill verification

RCG Retail Store

Store's keeper & Admin
(2020 to 2021) Price Tag
Verification

RCG Retail Store

Assistant Audit (2021 to 2022)
Account Audit, Retail Audit
HR Audit, Admin Audit

Achievements

Thesis

This Research is conducted on analyzing the use of laptops in higher education. There are numbers of ideas which have emerged regarding the use of laptop in higher education include general use, communication, students attitudes towards learning achievement and destruction.

Education

2016

Bachelor of Commerce

Government College University of
Faisalabad (GCUF)

2012

Intermediate

Jinnah College of Commerce Gojra.

2010

Matriculation

M.C High School Gojra.

INTERESTS & HOBBIES

Playing Cricket

Online Search & Internet

Reading Newspaper

Travel & Socializing