



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 in Dubai
(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