

CURRICULAM VITAE

ASIF IQBAL



First Floor Arif Manzil
Gow Gali Near Umaay Attar Masjid Mithadar
Karachi
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OBJECTIVES

Seeking an opportunity, where I can contribute my qualification and skills to the performance of your organization and gain further experience for the career growth.

WORKING EXPERIENCE

- **Sigma Tech Electronics**
Worked as an Accounts Assistant (Sep'2014 to Till)
- **Makki Textaile Mills S.I.T.E**
Worked as an Accounts Assistant (June'2011 to January'2013)
- **Saylani Welfare Trust**
Worked as an Cashier & Asst. Branch Incharge(June 2010 to April 2011)
- **Bawany Air Products Limited**
Worked as an Account Assistant (January 2007 to April 2010)
- **Haleeb Milk Distributor For Panjgoor**
Worked as Sales Officer for Haleeb Milk Distributor at Panjgoor. (1997-2000)

- **Chamdia & Kodwavi Management Associates**
Worked as Assistant Accountant Share Registrar 404
Trade Tower.(1994-1997)

RESPONSIBILITIES

- Feeding / Preparation Banks payments and receipt vouchers
- Feeding / Preparation Cash payments and receipt vouchers
- Feeding / Preparation Mills payments and receipt vouchers
- Filing and maintaining accounting records
- Filing and maintaining monthly Salaries Income Tax Returns and
With holding Tax Returns
- Preparation and filing of E.O.B.I. monthly deductions from
Employer and Employees.
- Feeding data of Salaries Wages and benefits.
- Feeding / Preparation Daily Fund Postion
- Feeding/Preparation Bank Reconciliations.
- Maintaining Petty Cash Account

COMPUTER KNOWLEDGE

Have perfect command over almost popular software for word processing, spreadsheets, data entry etc like are as follows:

- MS Dos & Windows
- Ms Word
- Lotus for Dos & Windows Both.
- Excell
- FoxPro data base operating program
- Internet, E-Mail
- Oracle Program

ACADEMIC QUALIFICATION

- Bachelor of Commerce
Secured II Division from University of Karachi in 2000.
(University Of Karachi)
- Higher Secondary Certificate
Secured III Division from Haji Abdullah Haroon Govt College.
(Board of Intermediate Education Karachi)
- Secondary School Certificate.

Secured C Grade from Govt Boys Secondary School No.1
Nazimabad.No.4

PERSONAL DATA

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| • Father's Name | Muhammad Yousuf |
| • Nationality | Pakistani |
| • Religion | Islam |
| • Marital Status | Married |
| • Date of Birth | 15-11-1974 |
| • Mother Tounge | Memon |

REFERENCE

- Reference will be furnished on request