

Tahir Mahmood

tahamza82@gmail.com
3214311710

Present Address:

House# 18-d Street # 2 Sahowari sunny view, SUNNY VIEW
PARK, Mughalpura Lahore 54000, Punjab, Pakistan

Permanent Address:

House# 18-d Street # 2 Sahowari sunny view, Park Mughalpura
Lahore 54000, Pakistan



Basic Information

Age 49	Birth Date Sep 30, 1973	Gender Male	Civil Status Married
Height (cm) 54	Weight (kg) 78	Nationality Pakistani	Religion Islam

Work Experience

I have been working for 19.71 years

Sep 2003 - PRESENT
(19 Years, 8 Months)

SENIOR ACCOINTANT
PARAGON CITY PVT LTD
Construction / Building / Engineering
LAHORE PAKISTAN

ALL ACCOUNTS & EAREHOUSE ASSOCIATE DUTIES

- 1: BANK RECONCILIATION
- 2 : CASH & PETTY CASH MANAGEMENT
- 3: TIMELY & ACCOURDING TO SOPS PAYMENYS TO VENDORS & SUPPLIERS.
- 4: VERIFICATION OF INVENTORY THROUGH GRNS & PHYCIALLY IN WAREHOUSE
- 5: DAILY UPDATION OF COMPAY FUNDS IN BANKS & IN PIPELINE FUNDS.
- 6: SHOULD FALLOW THE GAAP PRINCIPALS IN EACH TRANSACTION
- 7: RECEIVE COLLECTIONS FROM CUSTOMERS ON COMPANY BEHALF, & MAINTAIN DAILY COLLECTION SHEET
- 8: HELP & VERIFY THE WORK OF JUNIOR STAFF
- 9: VERIFY A/P & A/R

Educational Attainment

Jul 1995 - Jul 1997

HAILEY COLLEGE PUNJAB UNIVERSITY

Bachelor's / College Degree

ACCOUNTING, FINANCE & STATISTICS

Mar 1993 - Mar 1995

GOVERNMENT COMMERCIAL INSTITUTE

Vocational Diploma / Short Course Certificate

DIPLOMA OF COMMERCE

Licenses / Certifications

Jan 13, 1998

BANK TRAINING

07.10.1997 - 07.01.1998.

Sep 17, 1995

COMPUTER TRAINING CERTIFICATE

SERIAL# 32

Government Documents

Passport

ID Number: HT0160601

Place of Issue: LAHORE PAKISTAN

Date of Expiration: May 19, 2023

Skills

CASH RECONCILIATION | BANK RECONCILIATION |
VERIFICATION OF INVENTORY | PAYMENTS TO SUPPLIERS &
VENDORS | DAILY VOUCHERS POSTING | UPDATING OF
COMPANY FUNDS | SALARIES ON MONTHLY BASIS |
CHECKING OF BILLS & GRNS

Languages

URDU | PUNJABI | ENGLISH | HINDCO

Character References

UMER JAVAID

ACCOUNTANT

Paragon City Pvt Ltd

+923222272888

umairjav2@gmail.com