

# Muhammad Ushnaq



## EXPERIENCE

**Supermarket Cashier** Dewan Cash and Carry - Chakwal, Punjab, Pakistan  
04/2021 - 06/2023

- Scan goods and ensure pricing is accurate.
- Collect payments whether in cash or credit.
- Track transactions on Balance Sheets and report any discrepancies.

**Accountant** M.Sohail Machine Block Works - Chakwal, Punjab, Pakistan  
01/2019 - 03/2021

- Review Contractors' bills for accuracy and completeness.
- Process invoices, requisitions, and purchase orders.
- Review, approve, and process payroll, expense reports, and time cards.

**Accountant** Sun Park Technologies - Islamabad, Pakistan  
08/2015 - 12/2018

- Manage all accounting transactions.
- Handle monthly, quarterly and annual closings.
- Manage Balance Sheets and profit/loss statements.

**Cashier/Teller** UAE Exchange - Kowloon, Hong Kong  
12/2014 - 06/2015

- Provide information about exchange rates for buying and selling foreign currencies.
- Manage Cash Remittances
- Handle daily base closings of Cash.



## EDUCATION

**M.COM: Commerce**

**FUUAFT** - Islamabad, Pakistan, 2014

Subjects Included : Financial Accounting, Human Resource Management, Research, Marketing, International Business, Statistics

**B.COM: Commerce**

**University of Sargodha** - Pakistan, 2012

Subjects Included: Advanced Accounting, Cost Accounting, Business Taxation, Business Law, Business Mathematics, Business Statistics, Economics

**D.COM: Commerce**

**PBTE Lahore** - Pakistan, 2010

Subjects Included: Financial Accounting, Principles of Economics, Principals of Commerce, Statistics, Business Mathematics



## HOBBIES

- Playing Cricket
- Surfing Internet (Searching and Learning latest Technologies and Software)



## CONTACT

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## PROFESSIONAL SUMMARY

To seek a challenging position with opportunities for advancement, where I can learn and utilize my skills in the interests of the Organization. I have a proven history of managing complex financial reports and ensuring compliance with regulations.

## CORE QUALIFICATIONS

- Ability to work in a Team
- Microsoft Excel, PowerPoint, Word
- Effective Time Management
- Presentation Skills
- Business Development
- Data Analysis
- Excellent Communication