

Name : **ABDUL RAUF MALIK**  
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### Objective:

Goal to work with a reputable organization where my working skills & my experience enhanced & I prove myself as beneficent for the company and get carrier growth till maximum Level



### **Professional Experience**

**Organization :** **AKHTAR TEXTILE INDUSTRIES (PVT) LTD.**  
**Designation :** Accounts Officer  
**Tenure :** **DEC 2014 – TO DATE**  
**Brief Job Description :**

- Prepare Bank Payment & Receipt Voucher
- Bank Reconciliation
- Make timely payment to follow aging Report
- To view all Debtors A/c to follow aging Report
- Supplier Reconciliation
- Preparation & furnishing of monthly provincial sales tax return (SRB, FRB) Before 18<sup>th</sup> of Each Month
- Preparation of PSID (Income Tax , Sales Tax , SRB)
- Preparation & furnishing withholding statement (Advance Income Tax, Salary, Supplier)
- Preparation & furnishing Annual Normal Return (Ind/AOP/Coy)
- Preparation & furnishing Annual Sales Tax Return
- Experience in Audit (In FBR – for Refund))
- If get in sort of query by FBR & Solve it.
- Any sort of extra Additional task given by Manager

**Organization :** **SONEX FANS.**  
**Designation :** Accounts Officer  
**Tenure :** **Nov 2013 –Feb 2014**  
**Brief Job Description :**

- Make an Account Software (including account code) Peachtree which can generate all type of Accounts reports ,
- Book Keeping,
- Bank Reconciliation
- Petty Cash
- Data Entry in GL system
- Data Entry in Peachtree system

**Organization :** **AHMED ENTERPRISES (BRANCH OF NASGAS COMPANY)**  
**Designation :** Accounts Officer: Reporting to: Br Manager, GM Finance.  
**Tenure :** **Oct 2010 – May 2012**  
**Brief Job Description :**

- Book Keeping,
- Bank Reconciliation
- Petty Cash
- Data Entry in GL system
- Data Entry in Peachtree system
- Customer Aging, Monthly, Quarterly, and Half Yearly Reporting
- Head Office Co-ordination.
- Backup Send & receive
- Complete the two years Audit of the firm in the short period of three month from the date \of joining.

**Organization :** **QURESHI FLOUR MILLS (FARINA)**  
**Designation :** Assistant Accounts Officer  
**Tenure :** **MAY 2010 – September 2010**  
**Brief Job Description :**

- Book Keeping,
- Bank Reconciliation
- Petty Cash
- Data Entry in GL system

**Organization** : **Pakistan Light**  
 Designation : Assistant Account Officer  
 Tenure : **March 2007 – May 2007**  
 Brief Job Description : 
 

- Book Keeping,
- Bank Reconciliation
- Petty Cash

**Organization** : **Decent Cards**  
 Designation : Assistant Account Officer & Data Operator  
 Tenure : **September 2006 – February 2007**  
 Brief Job Description : 
 

- Computerize Billing
- Bank Reconciliation
- Petty Cash

**Organization** : **In Shipping (Mega & In Company)**  
 Designation : Assistant Account Officer  
 Tenure : **April 2003 – June 2003**  
 Brief Job Description : 
 

- List of freight collection (LFC)
- Bank Reconciliation
- Petty Cash

**Organization** : **One Potato & Two Potato**  
 Designation : Assistant Account Officer & Data Operator  
 Tenure : **June 2002 – April 2003**  
 Brief Job Description : 
 

- Bank Reconciliation
- Data Entry in GL system
- Data Entry in Oracle system

### Professional Skills

- Command over Reconciliation of all types of Account Ledger.

### Academic Education

Sr.	Certification / Degree	Institution / University	Specialization / Major	Passing Year
1	B.COM	University of Karachi	Commerce	2001
2	FSC (Pre-Engineering)	Govt, Islamia Science college	Math's, Physics & Chemistry	1998
3	SSC	Holy Family Grammar School	Science	1996

### Professional Certification

Sr.	Certification / Degree	Institution / University	Specialization / Major	Passing Year
1	Ms-office	I.C.T	Word, Excel	1998
2	FoxPro	I.C.T	Programming	1998
3	Web Designing	Real Tech	Graphic	2001

### Computer Skills and Other Abilities

Sr.	Skills and abilities	Proficiency level	Last used / practiced
1	Word Processing	Good	Currently Using
2	Spread Sheet	Good	Currently Using
3	Adobe Photoshop	Good	Currently Using
4	In page	Good	Currently Using
5	Corel Draw	Fair	Not Currently Using
6	Free Hand	Fair	Not Currently Using

### Personal Information

Father's Name : Nazir Hussain  
 Date of Birth : September 06, 1980  
 Religion : Islam  
 Marital Status : Married  
 Domicile : Sindh, Karachi

### Reference

Furnished on request