



EXPERIENCE



(March 2017 – Feb 2020) **01 Concepts Pvt Ltd**
ASSISTANT ACCOUNTANT



(March 2014 – Feb 2015) **Pakistan School Of Economics**



ASSISTANT ACCOUNTANT & DATA
MANAGEMENT



EDUCATION



Masters in Commerce



(2013)

Punjab University. [1ST Div]



Bachelor in Commerce



(2011)

Punjab University. [1ST Div]



Intermediate in Commerce



(2009)

Govt M.A.O. Graduate College [1ST Div]



Higher Secondary School



(2007)

Board of Intermediate and Secondary Education
Lahore. [1ST Div]

Muhammad Orangzaib

Data management & Accountant



CAREER Objective

To contribute towards growth and development of a dynamic organization develop and implement modern business strategies, integrating information technology. Strong administrative professional and experienced in data entry and data management.



CONTACT



0304-4179329



Orangzaib1989@gmail.com



DHA Phase 3, Lahore.

Certificates:

Edge system International,

- Ms office (complete)

DigiSkills Training Program, (

- MS OFFICE (Complete)

PREFERENCES

Endowed on Demand

Skills and Abilities

- Financial and Statistical Reporting
- Preparing trail balances of books, financial statements
- Reconciling Accounts
- Preparation of bank books and bank reconciliation
- Posting of entries in manual and computerized Ledgers
- Book-Keeping of Accounting record
- Internal Auditing of Accounts
- Any other responsibility assigned by Senior Management
- Knowledge of **International Accounting Standards and IFRS**
- Strong in adopt new analytical approaches, tools & environment.
- Innovative and goal oriented.
- Good command over English language.
- Possess good management and organizational skills.

Computer Skills

MS Office, Canva, SEO, Adobe, FreeLancer, Slack, Data Entry, Data Management, ERP etc.

Interests

- Travelling
- Hiking
- Skating
- Horse Riding
- General Knowledge
- Novels Reading