

Muhammad Kashif Irfan
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House No 17 Street No D Block Z New-Multan, Multan

PERSONAL STATEMENT

I have experience in Accounting, Marketing and Administration looking for a new opportunity within a large or small operation in Adelaide.

I have previous experience in corporate accounting and Marketing.

Technical Skills

- Outlook.
 - Word.
 - Excel.
 - PowerPoint.
 - Accounting Software Handling.
 - Fox-pro
 - Computer Hardware & software
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EDUCATION

Certificates

- **Master in Business Administration (MBA Marketing).**
Allama Iqbal Open University.
- **B. Com Accounting & cost Accounting and etc.**
Baha-ud-din Zakariya University, Multan.
- **D.com Accounting & statistics and etc.**
Punjab board of technical education Lahore.
- **Matric Science including Math's, Pak Studies, English etc.**
Board of intermediate and secondary education Multan.

EMPLOYMENT

Retail-coco sites- (Attock Petroleum Limited)

Responsibilities, Nov-2020 to Present

- Monitoring all coco's sites activities (2 sites)
- Trained staff for new coco's site.
- Update daily/monthly sale to head office.
- Monitor Petty cash, Gain loss activities of sites.
- Check and verify daily log sheet, Wet stock management, Petty cash, cash reconciliation of all sites etc.
- Assign duties of all coco's staffs.
- Check on housekeeping and site administration of all sites.
- Maintain monthly closing Alfalah and Attock fleet Reconciliation.
- Deal with all Govt Department.
- Deal with bank in all Site matter. (Cash deposit)
- Conducted training course for new and old site staff Go Safety, Customer Services, and HSSE).
- Check, Maintenance and Monitor Site security (DVR, Cameras and etc.).

Retail-coco sites- (Gas and oil Pakistan -Go petroleum)

Responsibilities, Mar-2019 to OCT-2020

- Monitoring all coco's sites activities (18 sites)
- Final inspection of site when coco's start. (Safety check, calibrations of units, opening stock verify etc.)
- Trained staff for new coco's site.
- Update daily/monthly sale to head office.
- Monitor Petty cash Gain and loss activities of all sites.
- Check and verify daily log sheet, Wet stock management, Petty cash, cash reconciliation of all sites etc.
- Assign duties of all coco's staffs.
- Check on housekeeping and site administration of all sites.
- Maintain monthly closing Alfalah and Go Reconciliation.
- Deal with all Govt Department.
- Deal with bank in all Site matter. (Cash deposit, Fuel Ordering and Payments)
- Conducted training course for new and old site staff Go Safety, Customer Services, and HSSE).

- Check, Maintenance and Monitor Site security (DVR, Cameras and etc.).

Retail- site- (Shell Pakistan Ltd.) Multan petroleum Service

Responsibilities,

2011 to 2019

- Site Administration
- Maintain A/C Books, (Trading Account, Profit and Loss Account, Balance sheet, Stock Reconciliation, Site Manager Dairy).
- Deal in Lubricant, Petrol and CNG.
- Deal with all Govt. Department.
- Coordinate with T. M's for increase site sale.
- Achieve Quarter wise sale Targets.
- Prepare site and staff for HSSE.MMP audit and company visit.
- Deal with bank in all Site matter. (Cash deposit, Fuel Ordering and Payments)
- Conducted training course for new and old site staff (Shell Safety, Customer Services, and HSSE).
- Check, Maintenance and Monitor Site security (DVR, Cameras and etc.).

Site Manager

Retail-coco site- (Shell Pakistan Ltd.) Multan petroleum Service
05-2007 > 2011

Responsibilities,

- Prepared Excel sheet of sale.
- Working as focal point collect sale Data for company.
- Prepared reconciliation of stock and fleets cards.
- Maintain Daily Cash Reconciliation sheet and deposit cash in Bank.
- Prepared Imprest Account and sent head office Monthly basis.
- Manage all work of site Include Maintenance, housekeeping.
- Conduct training for new staff (customer services, safety, HSSE)

Retail Sale Officer

Mobilink -Office Multan.
03-2004 > 04-2007

Responsibilities,

- Manage retail staff, including cashiers and people working on the floor.
- Identify current and future trends that appeal to consumers.

- Maintain inventory and ensure items are in stock.
- Ensure promotions are accurate and merchandised to the company's standards.
- Keep up with fluctuating supply and demand.
- Coach, counsel, recruit, train, and discipline employees.
- Evaluate on-the-job performance.
- Approve contracts with Retailer.
- Monitor local competitors.
- Organize and distribute staff schedules.
- Preside over staff meetings.
- Help retail sales staff achieve sales targets.
- Handle customer questions, complaints, and issues.

Accountants

Paktel Sub-office Nawan shaher, Multan.

03-2003 > 01-2004

Achievements

- I prepare the Monthly bank reconciliations.
- I prepare the Profitability sheet and Balance sheet.
- Cash Book, Parties Ledger, Cash Payment Voucher, Cash Receipts Vouchers.

Assistant Accountants

Asia Textile Multan

04-2002 > 01-2003

Responsibilities,

- Prepares asset, liability, and capital account entries by compiling and analyzing account information.
- Documents financial transactions by entering account information.
- Recommends financial actions by analyzing accounting options.
- Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
- Substantiates financial transactions by auditing documents.
- Maintains accounting controls by preparing and recommending policies and procedures.
- Guides accounting clerical staff by coordinating activities and answering questions.

- Reconciles financial discrepancies by collecting and analyzing account information.
- Secures financial information by completing data base backups.
- Maintains financial security by following internal controls.
- Prepares payments by verifying documentation, and requesting disbursements.
- Prepares special financial reports by collecting, analyzing, and summarizing account information and trends.

PERSONAL INTERESTS

Shopping | Traveling | Reading | Cricket

REFERENCES

References are available on request.