



# MIRZA MUHAMMAD BABAR JAVED

Accounts Assistant / Junior Accountant

## ABOUT ME

With over a year of experience establishing best accounting practices at growing organizations, I have learned the value of proactively identifying and removing roadblocks to allows accounting to scale with the company.

## SKILL

Creativity



Flexibility



MS Products



Teamwork



## LANGUAGE



English



Urdu



Punjabi

## CONTACT

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District Bahawalpur (Pakistan)

DR8673742

## EXPERIENCE

Jan 2024-  
Present

**Assistant Accountant / Junior Accountant**  
Intelligent System General  
Contracting Company  
KSA (AL Khobar)

- Bank reconciliation
- Manage Day-to-day transactions.
- Enter financial information into appropriate software programs.
- Receiving and processing all invoices, expense forms and requests for payments.
- Identify discrepancies in ledgers and accounts, tracking them to the source and correcting them.

April 2022  
Jan-2024

**UNIVERSAL TELLER**  
**JS Bank (Pakistan)**

Issue of Instruments like DD, Pay Order,  
Payments & Receipts of cash, Filing of  
documents.

## EDUCATION

2016 - 2018 **MBA (Accounting & Finance)**  
National College of Business  
Administration & Economics  
(NCBA&E) (PAKISTAN)