

# NAUMAN YOUSUF

R-147 Block-8 Azizabad F.B. Area Karachi 75950  
0321-8159195

## Career Objective

- To pursue a challenging career in a dynamic and progressive organization, where my experience and educational background can be utilized gainfully and opportunities exists with strong analytical and organizational background for professional growth.

## Personal Profile

- Father's Name : MUHAMMAD YOUSUF
- Date of Birth : 25-01-1985
- CNIC No : 42101-4383309-9
- Religion : Islam
- Nationality : Pakistani
- Domicile (PRC) : Karachi (Sindh)
- Marital Status : Single

## Academic Qualification

Certificate / Degree	Field / Specialization	Board / University
Master	Commerce	University of Karachi
Bachelor	Commerce	University of Karachi
Intermediate	Commerce	Board of Higher Education Karachi
Matric	Computer Science	Board of Secondary Education Karachi

## Computer Skills

- Microsoft Word
- Microsoft Excel
- Microsoft Power Point
- I.T. Related Work (Networking, Hardware, CCTV, PABX)

## Working Experience

### **Diabetic Association of Pakistan (Welfare Organization)**

Presently Working as an Assistant in Administration Department  
From March 2017 to date.

### **M.K. Collection**

Worked as an Accounts Officer  
From June 2014 to October 2016.

### **Sarwana & Sohzihm**

Worked as an Assistant Accountant and I.T. Administrator  
Since May 2007 to March 2015.

## Job Descriptions

- Prepare daily cash book.
- Prepare daily Invoices.
- Prepare daily Payment and Petty Cash Vouchers, and also handle Petty Cash Account.
- Prepare monthly Bank Reconciliation Statement.
- Prepare Journal Voucher.
- Maintain daily Sales Sheets, Distributors Ledger and Suppliers Ledger.
- Prepare monthly Trial Balance.
- Prepare weekly ageing & issued ageing schedule to distributors for overdue balance amounts.
- Prepare partially Final Accounts.
- Perform all I.T. related work.
- Perform various Administrative Tasks.

## Interest & Hobbies

- Reading Newspapers
- Play Cricket

## Preference City

Karachi

## Reference

Will be provided on request