



## Muhammad Naveed Akhter

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**Date of birth**: 16 Jun 1981 **Nationality**: Pakistani

### ABOUT ME

To work independently/Teamwork an environmental friendly and growth oriented organization with satisfied customers and employees. Where I shall have the opportunity to enhance my professional status, enrich my outlook and ability to surmount into challenging environment.

### WORK EXPERIENCE

[ 30 Aug 2016 – Current ]

#### Senior Clerk

**Punjab Public Service Commission, Pakistan**

**City**: Lahore | **Country**: Pakistan

The Govt. of the Punjab Recruitment Center seeks competitive and merit based candidates for the right jobs.

Supervise administrative tasks, HR policies, and office properties.

Led a team of junior clerks and an accounts assistant, providing mentorship and feedback through weekly 1:1 sessions.

Oversaw work of accounting matters (Contingency Accounts from District Accounts Office) make ledgers, log books, etc.

Built out processes for the monthly and quarterly filing of interviews and exam duty staff.

Additionally, I oversaw the work of 300 people for exam invigilation staff, ensuring compliance with corporate policies and standards.

[ 17 Apr 2015 – 30 Aug 2016 ]

#### Junior clerk

**Mines & Minerals Department**

**City**: Lahore | **Country**: Pakistan

To avail and seek an entry-level government or state department position.

Where plan to enhance my skills with experience gained in the private sector. Responsible for typing reports, letters, and business documents, sorting mail, taking dictations, making travel arrangements, oversaw records in the Welfare Branch and Excise Duty Branch, and organizing tour programs for auctions..

[ 3 Mar 2008 – 30 Mar 2015 ]

#### Accountant

**Moeen Industries Pvt Ltd. Sargodha, Pakistan**

**City**: Sargodha | **Country**: Pakistan

Managed the company's General Ledger, monthly/weekly close processes, and account reconciliations using ERP Accounting Software like Visual Fox Pro and Visual Base 6.Net, etc

Streamlined financial operations by implementing a new SAP accounting system, resulting in a 30% reduction in reconciliation discrepancies.

Computerized accounting software reduced month-end closing time by 20%.

Maintained financial records in compliance with regulatory standards and company policies.

Sale/Purchase Invoices, Store Stock handling, Inventory Control, Data Entry, Prepared Profit & Loss Statements on monthly basis reports for managers. Conducted regular audits.

Processed accounts payable and receivable transactions, maintaining a record of 100% accuracy.

Delivered comprehensive financial analysis, reports, and forecasts to facilitate growth.

Worked closely with executives to evaluate business operations, identify risks, and develop solutions.

Also streamlined financial reporting processes and collaborated with other departments to streamline workflows.

[ 19 Sep 2006 – 28 Feb 2008 ]

### **Data-entry clerk**

#### ***National Data Base & Registration Authority (NADRA)***

**City:** Sargodha | **Country:** Pakistan

As a data entry operator and supervisor at the NSRC and MRV, a project of the Pakistani Ministry of Interior.

Managed daily reports and customer dealing, data entry in the designated software of NADRA,

MS Excel Reporting, ensuring smooth functioning.

Ensured 100% accuracy of data entry with more than 500 entries made daily.

Worked also in the Afghan National Registration Project at Peshawar Headquarters under the UNHCR, ensuring quality work and adherence to policies.

[ 3 Mar 2004 – 18 Oct 2005 ]

### **Senior Auditor**

#### ***Crescent Bahuman Ltd***

**City:** Hafiza Abad(Pindi Bhattian) | **Country:** Pakistan

Setting quality standards for the factory follows buyer's requirements and provides guidance for each departments and processes.

Train the newly hired quality personnel on company quality policies and how to use quality tools.

Ensure that no faulty fabric is sent for cutting. If minor fault are present in the fabric, defects should be marked on the fabric, and same thing must be communicated to cutting department.

Preparing audit report of the fabric and trim quality

Ensuring the right quality of the outward garment by conducting quality audits in manufacturing process

Audit of the packed goods prior to offering shipment to buyer QA.

## **EDUCATION AND TRAINING**

[ 1 Jul 2002 – 30 Jun 2005 ]

### **Master in Business Administration (Information Technology)**

**Allama Iqbal Open University** <https://www.aiou.edu.pk/>

City: Sargodha |

[ 1 Aug 1999 – 19 May 2001 ] **Bachelor in Commerce**

**University of the Punjab** <http://www.pu.edu.pk/>

City: Sargodha |

## LANGUAGE SKILLS

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**Mother tongue(s):** Panjabi; Punjabi

**Other language(s):**

**Urdu**

**LISTENING C2 READING C2 WRITING C2**

**SPOKEN PRODUCTION C2 SPOKEN INTERACTION C2**

**English**

**LISTENING A2 READING C2 WRITING C2**

**SPOKEN PRODUCTION A2 SPOKEN INTERACTION A1**

*Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user*

## DIGITAL SKILLS

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**My Digital Skills**

Data Entry | MS Office(MS Word,MS Powerpoint,MS Excel,MS) | Basic IT skills | Budget management | Account Analysis | Profit and Loss | Invoices and delivery notes | General ledger | Outstanding organizational skills | Detail-oriented | Budget forecasting and cost reduction | Proficient with accounting software | multi tasking | storekeeping | warehouse

## DISABILITY

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**Hard of Hearing**

Using hearing device