

**Muhammad**

**Muhammad.374433@2freemail.com**

# **Career Objective**

A Senior Level Position in the Organization, where I can use my Accounting Experience for the better management of accounts and can work with the management in planning and execute the policies with the coordination of other departments with the focus on Operations Management, Team Leadership and Process Improvements.

# **Work Experience**

**PEPSI Farooqabad (SHEIKH IRFAN TRADERS**,Authorized City Distributor of Pepsi Cola**)**

***Major Accounts Manager, July 2016 – Present (17 November 2017)***

* Prepare, examine and analyze accounting records, financial statements, or other financial reports to assess accuracy, completeness, and conformance to reporting.
* Establish tables of accounts and assign entries to proper accounts.
* Develop, implement, modify, and document recordkeeping and accounting systems, making use of current computer technology.
* Review collection reports to determine the status of collections and the amounts of outstanding balances.
* Analyze business operations, trends, costs, revenues, financial commitments, and obligations, to project future revenues and expenses or to provide advice.
* Develop, maintain, and analyze budgets, preparing periodic reports.
* Keep the complete inventory record and Verify inventory computations by comparing them to physical counts of stock, and investigate discrepancies and adjust the errors if found.
* Purchase new stock and prepare documents that provide for such purchases.

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***Accounts Executive, September 2014 – March 2016***

* Debit, credit, and total accounts on computer spreadsheets and databases, using specialized accounting software.
* Prepare and process payroll information. Reconcile records of bank transactions. Maintain inventory records.
* Receive, record, and bank cash, checks, and vouchers.
* Prepare bank deposits by compiling data from cashiers, verifying and balancing receipts, and sending cash, cheques, or other forms of payment to banks and transfer to the company.
* Provide internal auditing services for businesses.
* Oversee the flow of cash and financial instruments.
* Evaluate financial reporting systems, accounting or collection procedures, or investment activities and make recommendations for changes to procedures, operating systems, budgets, or other financial control functions.
* Communicate with the owner to share and discussion with about the monthly, quarterly, semi-annually and annually reports to the owner and share the plan to inject more capital as required in the business.

**MY HOME STORE, New South Wales, Australia**

**Management Office: Executives Lodges, Behria Town. Islamabad. Pakistan.**

***Operations Executive | August 2013 – February 2014***

* Manage the complete business team and provide all the facilities required to perform job activities well.
* Communicate with the different brands to bring them on board for the betterment of business and to maintain a healthy business relationship with the existing brands.
* Maintain the complete record of stock to fulfill the orders of customers in time.
* Write the content of site and products with link building for SEO according to the rules.
* Prepare the Sales, Profit & Loss Accounts Reports and share with the authorities on daily, weekly, monthly, quarterly basis and semiannually basis.
* Provide the necessary details to set the pricing of products according to the defined policies of the company.
* Provide customer services time to time whenever required to handle the quarries for better outcome.

**IZZZ, MELBOURNE, VICTORIA**

**Management Office: Koh-I-Noor City. Main Jaranwala Road, Faisalabad. Pakistan.**

***Product Management Team Lead, February 2012 – August 2013***

* Lead the product management team and keep them enthusiastic for better outcome of business
* Direct and coordinate activities involving sales of available products and other subjects of sale.
* Coordinate with the suppliers to collect the updated information related to products
* Update the website with the latest information received from the suppliers for SEO & Sales
* Assign the tasks to the product management team on daily and weekly basis.
* Determine the pricing of products according to the defined policy of the company.

# **Accomplishments**

* A keen planner, negotiator and implementer of rules and regulations in operations with focus on ensuring optimal utilization of resources
* Detailed oriented, efficient and organized professional with extensive experience accounts and administration.
* Result oriented professional with an experience in Product Management Team Lead, Administration, Content Writing and Accounts Department
* Excellent web management, communication and writing skills.
* Effective with multitasking.

# **Education**

COMSATS INSTITUTE OF INFORMATION TECHNOLOGY, LAHORE, PUNJAB

*Master of Business Administration, Feb 2010 - Feb 2012*

UNIVERSITY OF PUNJAB, LAHORE, PUNJAB

*Bachelor of Commerce, Sep 2007 - Aug 2009*

BOARD OF INTERMEDIATE & SECONDARY EDUCATION, LAHORE, PUNJAB

*Intermediate of Commerce, Sep 2007*

# **Additional Skills**

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| * *Customers Support*
* *Web Management*
* *Window XP, Window 7, Window 8*
 | * *MS Office*
* *SEO*
* *HTML Basic*
 | * *Content Writing*
* *Adobe Photoshop*
* *Link Building*
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**PERSONAL DETAIL**

***Date of Birth:*** *27 November 1988*

***Languages Known:*** *English, Urdu and Punjabi*

***Availability:*** *Immediately*

**References**

Will be furnished whenever required