

FAIZAN

MBA (Finance)-

Visa Status: Visit Visa – Long Term

Email: [faizan.384742@2freemail.com](mailto:faizan.384742@2freemail.com)

Address: *Satwa Dubai*

*Permanent – Islamabad Pakistan*

**Objective**

To get a challenging job in an organization, where my skills can be fully optimized & I am given a chance to enhance my abilities in a competitive environment, where I could have an opportunity to work enthusiastically for the achievement of the organization’s objective and personal satisfaction.

**Area of Interest**

**Accounts Officer / Account assistance / Accounts Receivable / Payment collection Officer**

**PRACTICAL EXPERIENCE:**

**Organization: Changhong Ruba ( Group of Electronic Company ) Lahore Pakistan**

**Company Profile** Established in 1958, CHANGHONG has grown into one of the largest consumer electronics providers in China, specializing in R&D, manufacturing and marketing of consumer electronics products. CHANGHONG became a public company with shares listed on the Shanghai Stock Exchange in 1994. CHANGHONG has established overseas network including branches in Europe, Southeast Asia and the Middle East.

# Designation: Accounts Officer (Aug 2016 to Aug 2018)

# Responsibilities

* Verify, allocate, post and reconcile accounts payable
* Produce error-free accounting reports and present their results
* Aging analysis of supplier and follow up for overdue payments
* Analyze financial information and summarize of suppliers
* Payment of custom import duty and entry of duty ERP SAP
* Bank Reconciliation and statements of Reconciliation
* Spot errors and suggest ways to improve efficiency and spending
* Review and recommend modifications to accounting systems and procedures
* Manage accounting assistants and bookkeepers
* Prepare financial statements and produce budget according to schedule
* Assist with tax audits and tax returns
* Direct internal and external audits to ensure compliance
* Plan, assign and review staff’s work
* Support month-end and year-end close process
* Develop and document business processes and accounting policies to maintain and strengthen internal controls
* Ensure compliance with GAAP principles
* Liaise with our [financial manager](https://resources.workable.com/financial-manager-job-description) and [Accounting manager](https://resources.workable.com/accounting-manager-job-description) to improve financial procedures

# Organization: Osaka Automobile Industries (Pvt) Ltd. Peshawar, Pakistan.

**Designation: Assistant Accountant (15th feb,2016 to 31th august 2018)**

**Responsibilities:**

* Prepare journal entries, uploads information to financial systems, analyzes accounts and prepare monthly financial reports.
* Maintain, record, and post monthly standard journal entries.
* Develop accounting methods and procedures.
* Analyze financial reports and records, and prepared account reconciliations.
* Bank reconciliation and Stock reconciliation
* Physical verification of stock every month
* Coordinate year-end analysis for tax return preparation or financial review, where applicable
* Cash Management on daily, weekly and monthly basis.
* Checking Payment, JV and adjustment match with approval or related documents
* Review of overdue invoices.
* Any other assignment given by General Manager

**Education:**

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| --- | --- | --- | --- |
| **Educational Profile Degree** |  | **Year/Session** | **University/Board** |
| **MBA Finance** |  | **2016** | **KPK Agricultural University Peshawar, Pakistan.** |
| **B.COM** |  | **2013** | **CECOS University, Pakistan** |
| **D.com** |  | **2010** | **Technical Board , peshawar** |
| **Secondary school certificate** |  | **2008** | **Kohat Board , Pakistan** |

**Computer Skills**

* DIT (Diploma Of Information Technology) one year
* MS Office: MS Excel, MS word and Power Point

**Capabilities include:**

* Financial Statements
* Cash management
* Accounting & ERP Software (**SAP- Working Experience**. Tally ERP , Peachtree , QuickBooks Excel)
* Payroll management
* Team Leadership

**LANGUAGES:**

English Urdu Pashto and Panjabi

**Personal Information**

Date of Birth: 16/01/1990

Nationality: Pakistan

**References** Available upon request