

ARSALAN MUHAMMAD

Accountant



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Swabi, Pakistan

Mohalla – Pehure, Village – Hamlet, Tehsil / Post office – Topi, District – Swabi, Province – Khyberpakhtunkhwa, Country – Pakistan

SUMMARY

Results-driven Accountant with over 9 years of experience in financial management seeking the Accounting & Finance position. Proven track record in managing cash accounts, financial transactions, and month-end closings, ensuring precision and accuracy. Proficient in preparing financial statements, reports, and budgets, and implementing process improvements to enhance efficiency. Enthusiastic about contributing to financial stability and risk management to achieve the company's financial objectives. Pursuing mastery with a certification in Career Skills in Data Analytics, ready to leverage advanced Excel and financial modelling skills.

EXPERIENCE

Accountant

Cherat Packaging Limited 📅 05/2021 - Present 📍 Swabi, Pakistan
<https://gfg.com.pk/cpl/>

Managing cash accounts, vendor invoice processing, accruals, waste management on site, month-end closing focusing on profit center and proper expenses:

- Handle cash transactions with precision and integrity.
- Reconcile cash drawers and maintain proper cash levels.
- Process and record financial transactions accurately and efficiently.
- Oversee the accurate and timely processing of vendor invoices, ensuring adherence to company policies and procedures.
- Match purchase orders, receiving documents, and invoices to ensure proper payment authorization.
- Post accruals and prepaid entries on a monthly basis.
- Support month-end closing activities by reconciling accounts payable transactions and preparing journal entries as necessary.
- Identify opportunities for process improvements within the accounts payable function, implementing changes to enhance efficiency and accuracy.
- Collaborate with cross-functional teams, including procurement and the operations department, to resolve issues and improve processes.
- Play a key role in month-end and year-end closing processes, ensuring the completeness and accuracy of financial records.

STRENGTHS

- Continuous Improvement**
Reduced the monthly closing process from 10 days to 4 days
- Collaboration**
Worked closely with cross-functional teams to drive project success, leading to a 20% increase in team productivity.
- Results-oriented**
Proven track record in achieving targets and driving successful outcomes in financial management.
- Efficiency Expert**
Skilled in identifying and implementing process improvements to enhance efficiency and accuracy.
- Detail-oriented**
Meticulous in maintaining precise financial records and ensuring accuracy in all financial transactions.
- Team Leader**
Experienced in leading and supervising teams to achieve productivity and operational excellence.

EXPERIENCE

Accounts Officer

Ghulam Ishaq Khan Institute of Engineering Sciences & Technology, Topi

📅 12/2018 - 05/2021 📍 Swabi, Pakistan
🔗 <https://giki.edu.pk/>

Oversaw accounts payable, accounts receivable, scholarship management for the Institute, and budgeting with a focus on customer service and strategic planning.

- Posted accounts payable entries through purchase orders and ensured the 3-way match was validated.
- Processed and managed all accounts payable transactions.
- Posted and managed accounts receivable entries.
- Ensured timely collection and reconciliation of receivables.
- Managed all accounting needs and account updates for revenue operations.
- Posted and processed journal entries to ensure all business transactions were accurately recorded.
- Assisted in the preparation of monthly and yearly closings.
- Assisted in the processing of balance sheets, income statements, and other financial statements according to legal and company accounting guidelines.
- Supported in providing required documentation and information for external auditors.
- Developed and monitored budgets, provided variance analysis, and offered financial insights to senior management.

Accounts Assistant

Ghulam Ishaq Khan Institute of Engineering Sciences & Technology, Topi

📅 02/2017 - 12/2018 📍 Swabi, Pakistan
🔗 <https://giki.edu.pk/>

The incumbent was responsible for managing various financial aspects including accounts payables, accounts receivables, trial balance, tax management, payroll, budgeting, and auditing. The primary focus was on enhancing processes for improved efficiency.

- Maintained accurate and up-to-date financial records, including ledgers, journals, and accounts payable/receivable.
- Recorded day-to-day financial transactions and completed the posting process.
- Reconciled financial discrepancies by collecting and analyzing account information.
- Managed accounts payable and receivable functions, ensuring timely payments and collections.
- Reconciled vendor statements and resolved discrepancies in a timely manner.
- Assisted in tax preparation and filing activities.
- Ensured compliance with relevant laws and regulations and kept abreast of changes in tax regulations.
- Assisted in the budgeting and forecasting processes.
- Ensured accurate and timely tax filings, compliance with financial regulations, and coordination with external auditors.
- Expedited the resolution of disputed bank card transactions from service stations, ensuring swift closure of issues in adherence to established timelines.
- Assisted in developing and refining financial policies and procedures to improve efficiency and effectiveness.

SKILLS

Financial Planning & Analysis

Performance Management

Budgeting & Forecasting

Financial Reporting

Regulatory Compliance

Tax Preparation & Filing

Financial Statements Preparation

Internal Controls & Auditing

Team Leadership & Supervision

Corporate Communications

ERP Systems (SAP)

Advanced Excel & Financial Modeling

Power BI MS SQL

Advanced Excel

EXPERIENCE

Accountant

Mezan Textile Mills Pvt Limited

📅 12/2014 - 02/2017 📍 Swabi, Pakistan

Managed accounts payable, accounts receivable, payroll, banks, trial balance, and financial statements, focusing on profit and efficiency

- Supervised the preparation of financial statements, including balance sheets and income statements. Ensured precise recording of financial transactions and meticulous upkeep of the general ledger.
- Assisted in the preparation of payment runs to ensure payments were processed accurately and on time to maintain positive vendor relationships.
- Expedited the resolution of disputed bank card transactions from service stations, ensuring swift closure of issues in adherence to established timelines.
- Reconciled payment records with vendor statements to resolve discrepancies. Communicated with vendors regarding invoice inquiries, payment status, and account reconciliation as needed.
- Assisted with G/L accounts to ensure consistent cost allocations. Performed bank and other reconciliations on a regular basis and assisted with month-end closing.
- Managed the preparation of financial statements, including income statements, balance sheets, and cash flow statements.
- Conducted detailed financial analysis and prepared reports to support business planning and decision-making processes.
- Implemented and maintained robust internal controls to safeguard company assets and ensure accurate financial reporting.

EDUCATION

Bachelor's Degree in Business Administration in Finance

University of Peshawar

📅 10/2008 - 05/2013 📍 Peshawar, Pakistan

GPA
3.3 / 4.0

Higher Secondary School Certificate

Islamia College Peshawar

📅 09/2005 - 08/2007 📍 Peshawar, Pakistan

GPA
805 / 1100

Secondary School

Tameer-i-Millat Public School

📅 03/2004 - 06/2005 📍 Topi, Pakistan

GPA
876 / 1050