

## MUHAMMAD SUFYAN

E-mail: [sufyan.chattha45@gmail.com](mailto:sufyan.chattha45@gmail.com)

Contact # +966 546379218

Address: Riyadh, Saudi Arabia



### PROFESSIONAL OBJECTIVE

Seeking a strategic position in a progressive organization that puts forward challenges and recognition, with an opportunity to grow professionally and to employ my abilities with the overall operations of the organization to achieve excellent performance.

A High-caliber individual with more than 4 years of experience in the Accounting field in Pakistan. I have expertise in my work. I have a strong sense of professional development, and can identify and implement processes that increase accuracy and efficiency.

### ACADEMIC QUALIFICATION

- M.COM - 2016
- B.COM - 2014
- F.sc - 2012
- S.sc - 2010

### EMPLOYMENT HISTORY

#### **M/s. Haider Electric Industry - PAK**

Position: Accountant

Duration: January 2016 - 2020

#### **Major Responsibilities:**

1. Financial record-keeping: Maintain accurate and up-to-date financial records.
2. Financial statements: Prepare and review financial statements (e.g., balance sheets, income statements).
3. Budgeting and forecasting: Help create budgets and forecasts.
4. Compliance: Ensure compliance with tax laws, regulations, and accounting standards.
5. Audits: Prepare for and respond to audits.

6. Financial analysis: Analyze financial data to inform business decisions.
7. Data entry: Record financial transactions.
8. Reconciliations: Reconcile accounts (e.g., bank statements).
9. Invoicing: Process invoices and payments.
10. Reporting: Generate financial reports for management.

### **Additional Responsibilities**

1. Tax preparation: Prepare and file tax returns (personal and business).
2. Financial planning: Provide financial advice to clients or management.
3. Internal controls: Implement and monitor internal financial controls.
4. Cash flow management: Manage cash flow and liquidity.
5. Accounts payable/receivable: Process and manage accounts payable and receivable.
6. Payroll processing: Process payroll and ensure compliance with regulations.
7. Financial modeling: Create financial models for forecasting and planning.

### **Specialized Roles**

1. Cost accountant: Analyze costs and optimize processes.
2. Management accountant: Provide financial insights for business decisions.
3. Auditor: Review financial statements and ensure compliance.

### **Soft Skills**

1. Problem-solving: Analyze financial issues and find solutions.
2. Time management: Meet deadlines and prioritize tasks.
3. Teamwork: Collaborate with colleagues and clients

This role allows me to leverage my expertise in quality management systems while contributing to the continual improvement of operational excellence within the organization.

### **M/s. New Eleven Star Ceramics PAK**

Position: Financial Analyst

Duration: 2021 – Aug 2023

### **Major Responsibilities:**

1. Financial analysis: Review financial statements; identify trends, and spot potential issues.

2. Forecasting: Create financial models to predict future performance.
3. Reporting: Present findings and recommendations to management or clients.
4. Data analysis: Work with large datasets to identify insights and opportunities.
5. Strategic planning: Help develop business strategies based on financial analysis.
6. Financial modeling: Build models to forecast revenue, expenses, and cash flow.
7. Variance analysis: Identify reasons for differences between actual and forecasted performance.
8. Ratio analysis: Calculate and interpret financial ratios (e.g., profitability, liquidity).

### **M/s. Methal Shamal Factory**

Position: Stock Manager

Duration: NOV 2023 – TILL DATE

### **Major Responsibilities:**

1. Inventory Management: Monitor and manage inventory levels, ensuring optimal stock quantities.
2. Stock Control: Track inventory movement, identify discrepancies, and resolve issues.
3. Ordering and Procurement: Order stock, negotiate with suppliers, and manage relationships.
4. Stockroom Organization: Maintain a clean, organized, and efficient stockroom.
5. Stock Takes: Conduct regular stock takes to ensure accuracy and identify discrepancies.
6. Reporting: Provide inventory reports and insights to management.
7. Inventory Optimization: Analyze inventory data to minimize waste and optimize stock levels.
8. Supplier Management: Manage supplier relationships, negotiate prices, and resolve issues.
9. Manage stock receiving and shipping: Oversee receiving and shipping processes.
10. Identify and resolve stock issues: Address stock discrepancies, shortages, or damage.
11. Implement inventory procedures: Develop and implement inventory management procedures.
12. Train staff: Train staff on inventory management procedures and best practices
13. Industry research: Stay up-to-date on industry trends and market conditions

## STRENGTHS

1. Financial analysis: Experience with financial statement analysis and reporting.
2. Accounting software: Proficiency in Global professional or other accounting software.
3. Excel skills: Excel skills, including formulas, pivot tables, and charts.
4. Tax knowledge: Familiarity with tax laws and regulations.
5. Attention to detail: Accuracy and attention to detail in financial work.
6. Analytical skills: Ability to analyze financial data and identify trends.
7. Communication: Effective communication of financial information to non-accountants.
8. Time management: Ability to meet deadlines and manage multiple tasks.
9. Organized: Ability to manage multiple projects and deadlines.
10. Proactive: Anticipating and addressing financial issues before they become problems.
11. Team player: Collaborative and supportive team member.
12. Adaptable: Ability to adapt to changes in financial regulations or company policies.

## COMPUTER SKILLS

- MS Office
- Global Professional Accounting Software
- Microsoft Outlook

## PERSONAL DETAIL

Passport No:	AP5541302
Date of Birth:	16th September, 1993
Religion:	Muslim
Nationality:	Pakistani
Marital Status:	Married
Languages known:	English, Urdu, Punjabi, Arabic

# UNIVERSITY OF SARGODHA

Serial No. 47969



## OFFICIAL TRANSCRIPT OF RECORD

Name: **Muhammad Sufyan** Father's Name: **Muhammad Munir**  
 Roll No. **MCMF14A004** Registration No. **14F-US-G-CMR-69**  
 Degree: **M.Com.** Session: **2014-2016**  
 Sub Campus: **Gujranwala Campus**  
 Result Notified Vide No. **UOS/CE-(GJA/COMM/M.Com/16/09)** Dated: **08-06-2017**

Course Code	Title of Course	Credit Hours	Percentage of Marks Obtained	Grade Points	Grade
<b>Semester I</b>					
MCM-500	Accounting for Decision Making	3	70	3.00	B
MCM-501	Principles of Marketing	3	73	3.00	B
MCM-502	Quantitative Techniques & Statistical Inferences	3	75	3.30	B+
MCM-503	Business Management	3	62	2.30	C+
MCM-504	Business Communication & Report Writing	3	61	2.30	C+
MCM-505	Business Software & Database Management	3	70	3.00	B
<b>Credit Hours: 18</b>		<b>GPA: 2.82</b>			
<b>Semester II</b>					
MCM-550	Research Methods for Business	3	66	2.70	B-
MCM-551	Financial Management	3	70	3.00	B
MCM-552	Human Resource Management	3	66	2.70	B-
MCM-553	Company Law & Secretarial Practice	3	80	3.70	A
MCM-554	Managerial Economics	3	77	3.30	B+
MCM-555	Financial Statement Analysis	3	70	3.00	B
<b>Credit Hours: 18</b>		<b>GPA: 3.07</b>			
<b>Semester III</b>					
MCM-602	Entrepreneurship	3	65	2.70	B-
MCM-600	Production & Operations Management	3	75	3.30	B+
MCM-601	Managerial Accounting-I	3	55	1.70	C-
MCM-603	Taxation Policy in Pakistan	3	75	3.30	B+
MCM-605	Investment and Portfolio Management	3	75	3.30	B+
<b>Credit Hours: 15</b>		<b>GPA: 2.86</b>			
<b>Semester IV</b>					
MCM-650	Total Quality Management	3	80	3.70	A
MCM-651	International Business	3	81	3.70	A
MCM-652	Managerial Accounting-II	3	72	3.00	B
MCM-653	Advance Corporate Finance	3	85	4.00	A+
MCM-655	International Finance	3	77	3.30	B+
<b>Credit Hours: 15</b>		<b>GPA: 3.54</b>			

He/She has completed all the requirements for the award of Degree of M.Com.

Cumulative Grade Point Average: **3.05**  
 Overall Percentage of Marks Obtained: **71.81%**  
 Total Credit Hours: **66**

(\* ) denotes the course repeated.

This transcript is issued errors & omissions excepted as notice only. An entry appearing in it does not itself confer any right or privilege independently to the grant of proper degree, which will be issued under regulations in due course.

Prepared By:

Checked By:

*[Handwritten signatures]*

*[Handwritten signature]*  
 Assistant Controller of Examinations,  
 For Controller of Examinations,  
 University of Sargodha

Dated: **10-11-2017**



# UNIVERSITY OF THE PUNJAB

## RESULT INTIMATION CARD

### Bachelor of Commerce Part-II, Annual Examination 2014

PASS RESULT INTIMATION

Roll Number : 007600  
 Registered Number : 2012-ecg-83  
 Name of the Candidate : Muhammad Sufyan  
 Father's Name : Muhammad Munir  
 Institute/District : Elite College of Commerce, Gujranwala



5945013

He has passed the Bachelor of Commerce Part-II, Annual Examination 2014, held in June, 2014 in the 2nd Division, obtaining 802/1500 marks.

Marks obtained by him in each paper are given below:-

Sr. No.	Subjects	Detail of Marks												Marks Obtained	Max Marks	Rmk.
		Theory						Practical/Viva								
		A	B	C	D	E	F	A	B	C	D	E	F			
1	Advanced Financial Accounting													72	100	
2	Auditing													47	100	
3	Business Communication & Report Writing													61	100	
4	Business Law													45	100	
5	Business Taxation													40	100	
6	Cost Accounting													67	100	
7	Economics of Pakistan													40	100	
8	Pakistan Studies													22	40	
9																
10																
11																
12																
13																
14																
15																
Total														394	740	
		Previous part marks												408	760	
		Grand Total												802	1500	

Note: This result intimation is issued, errors and omissions excepted, as a notice only. An entry appearing in it does not itself confer any right or privilege independently to the grant of a proper Certificate/ Diploma/ Degree, which will be issued under the regulations in due course.

*Munir*

Assistant Controller/ Admin. Officer  
(Examinations)

Print Date : Sep 01, 2014

Serial No. : 023708 R

E 193458

Senate Hall, Lahore

Dated : September 03, 2014



Muhammad Sufyan S/o Muhammad Munir

023708 R

(67)

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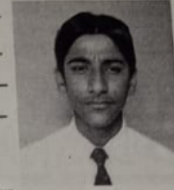
**BOARD OF INTERMEDIATE AND SECONDARY EDUCATION  
GUJRANWALA**

No. 046026C.P. 16501-137576-06062012Roll No. 285318Enrolment No. 11091-2008-0054Group SCIENCEAttempt (s). FIRST

**SECONDARY SCHOOL CERTIFICATE EXAMINATION**

**ANNUAL, 2010**

Certified that MUHAMMAD SUFYAN  
son / daughter of MUHAMMAD MUNIR  
whose date of birth is 16-09-1993  
(in words) SIXTEENTH SEPTEMBER NINETEEN HUNDRED NINETY THREE  
has qualified for award of Secondary School Certificate at the Examination held in the  
month of MARCH/APRIL as a REGULAR  
candidate from GOVT. HIGHER SECONDARY SCHOOL G. T. ROAD GUJRANWALA  
as per statement of marks given below and has obtained Grade A



**SUBJECT - WISE STATEMENT OF MARKS**

Sr.No.	SUBJECTS	MARKS	
		Maximum	Obtained
1	URDU	150	91
2	ENGLISH	150	120
3	ISLAMIYAT.(COMPULSORY)	75	49
4	PAKISTAN STUDIES	75	64
5	MATHEMATICS	150	143
6	PHYSICS	150	127
7	CHEMISTRY	150	120
8	BIOLOGY	150	112
TOTAL		1050	826

( Marks in Words ) The Candidate has passed and obtained marks EIGHT HUNDRED TWENTY SIX.

Internal Assessment/ Grade awarded by Institution A+

Gujranwala Dated 4th August, 2010

  
**SECRETARY**

**Note:** This certificate is issued without alteration or erasure. (Grades over leaf)

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

BOARD OF INTERMEDIATE AND SECONDARY EDUCATION  
GUJRANWALA

N<sup>o</sup> 129408

C.P. 124001-192000-22042015

Roll No. 319807

Registration No. 2-2-102382-10

Group PRE-ENGINEERING

Attempt (s) FIRST



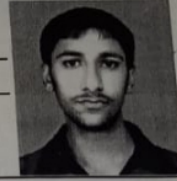
INTERMEDIATE EXAMINATION

ANNUAL, 2012

Certified that MUHAMMAD SUFYAN

son / daughter of MUHAMMAD MUNIR

has qualified for award of Certificate of the Intermediate Examination held in the month  
of MAY / JUNE as a REGULAR



candidate from GOVT. COLLEGE, GUJRANWALA

as per statement of marks given below and has obtained Grade C

SUBJECT - WISE STATEMENT OF MARKS

Sr.No.	SUBJECTS	MARKS	
		Maximum	Obtained
1	ENGLISH	200	122
2	URDU	200	100
3	ISLAMIC EDUCATION	50	38
4	PAKISTAN STUDIES	50	40
5	PHYSICS	200	109
6	CHEMISTRY	200	80
7	MATHEMATICS	200	111
TOTAL		1100	600

( Marks in Words ) SIX HUNDRED

He / She has been given grade C by his/ her institution on the basis of internal assessment.

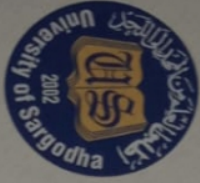
Gujranwala Dated 8th September, 2012

SECRETARY

Note: This certificate is issued without alteration or erasure. (Grades over leaf)



Serial No 169054



# University of Sargodha

Pakistan

Reg. No  
14F-US-G-CMR--69  
Roll. No  
MCMF14A004

2014-2016

The Chancellor, University of Sargodha confers on

**Muhammad Sufyan**

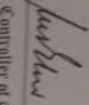
son of Muhammad Munir

of Public-Private Partnership Campus, Gujranwala

who has fulfilled all the requirements of the program of study, the degree of

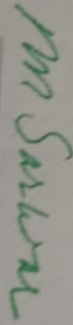
**Master of Commerce**

He qualified the examination on 8th June 2017 securing  
Cumulative Grade Point Average 3.05 out of 4.00.

  
Controller of Examinations

Sargodha

10 MAR 2020

  
Chancellor



رجسٹریشن نمبر  
Registration Number  
2012-08-83

# University of the Punjab



جامعہ پنجاب

007600

BC 401544

This membership hereby confers upon  
**Muhammad Saifan**  
son of **Muhammad Afzar**  
of the **Elite College of Commerce, Gujranwala**  
the degree of  
**Bachelor of Commerce**  
together with all the rights, privileges and  
honours belonging to this degree.  
Session **2012-2014**  
Marks Obtained **502/1500**  
Division **Second**



Chancellor  
**M Saifan**  
چانسلر

Controller of Examinations  
کنٹرولر امتحانات

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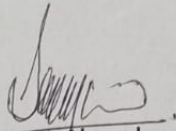
یہ جامعہ  
محمد سفیان  
محمد سفیر  
از ایلٹ کالج آف کامرس، گوجرانوالہ  
کو  
بی۔ کام  
کی سند عطا کرتی ہے مع تمام حقوق، امتیازات  
اور اعزازات جو اس سند کے ساتھ وابستہ ہیں۔  
دورانیہ **۲۰۱۲ - ۲۰۱۳**  
حاصل کردہ نمبر **۱۵۰۰/۸۰۲**  
درجہ **دوم**



**TO WHOM IT MAY CONCERN**

This is to certify that **Muhammad Sufyan** Son/Daughter of **Muhammad Munir** registered with University under Registration No. **14F-US-G-CMR-69** in Program **M.Com** session **2014-16** Roll No. **MCMF14A004** has completed all the requirements for issuance of degree and paid all dues. University of Sargodha **Gujranwala Sub-Campus** has no objection if the **Transcript/Degree/Registration Card** be issued to him/her by the University of Sargodha.

This letter is to authorize **Muhammad Sufyan** to collect his/her **Transcript/Degree/Registration Card** by him/herself from University of Sargodha, Sargodha, main campus.

  
**Imtiaz Ahmad**  
Ex-Chief Executive/Chairman



Date: 25<sup>th</sup> July 2019

Manager Accounts Department  
Haider Electrical Industry 51-A, S.I.E. # 1 Gujranwala, Pakistan.

**Subject: Clearance from Haider Electrical Industry**

It is stated that Mr. Sufyan Munir S/O Muhammad Munir has been working in Accounts Department as an accountant since 2016. During his tenure he has been paying his duties honestly and efficiently. There have been no ethical violations on his behalf, nor have any malpractice complaints been filed against him. We wish him best in future. So he has been relieved of his duties from July 2019.

We wish him all success and progress.

Head of Department (Accounts)  
Signatory Authority

*Jasir Ahmad*  
*ve*



Plastic Furniture



## EXPERIENCE CERTIFICATE

25<sup>TH</sup> July 2019

To Whom It May Concern,

This is to certify that Mr. Sufyan Munir S/O Muhammad Munir resident of Kangni wala bazaar, Hashmi Colony, Street # 6 Gujranwala has been working with us from 07-06-2016 to 25-07-2019 in the capacity of Accountant.

During his tenure of work we always found him punctual, hardworking and honest. He discharged his duties with sincerity and devotion.

He has good **experience in the field of accounts and performs his tasks in efficient way.** His manual accounting work has been maintained in the most legible handwriting and is very orderly, and his computerized skills are good. **He deserved to grow in this field.** We wish his success in his future assignments.

Director Company  
Name \_\_\_\_\_  
Signature \_\_\_\_\_

**HAIDER ELECTRICAL INDUSTRY**

51-A, S.I.E. # 1, Gujranwala, Pakistan. Tel: +92-55-3254087 +92-99-3253771-76  
Fax: +92-55-3859359 E-mail: hei@brain.zoo.pk www.venus.net.pk



# GOVERNMENT HIGHER SECONDARY SCHOOL

G. T. ROAD GUJRANWALA. Ph: 9230022



## PROVISIONAL & CHARACTER CERTIFICATE

SCIENCE / ARTS GROUP (SESSION 2008-2010)

Enrollment No: 11091-2008-0054

Roll No: 285318

This is to certify that MUHAMMAD SOFYAN

S/o MUHAMMAD MUNIR has been a

bonafide student of this school.

He appeared in the S. S. C. Examination 2010 and passed the said examination obtaining 826 marks out of 1050 marks. He has been placed in Grade

A by the Board of Intermediate and Secondary Education, Gujranwala.

He was awarded grade A by the Institution. According to the school record

his date of birth is (in figures) 16-09-1993

(in words) Sixteen Sept. Nineteen Hundred Ninty Three

Conduct v. good

Co-Curricular Activities cricket

Note: This certificate is issued only to enable the student for the admission to other institution.

Incharge: [Signature]

Date: 9-8-2010  
[Signature]  
Principal  
Government Higher Secondary School,  
G.T. Road, Gujranwala.

