



MUHAMMAD AWAIS

Nationality: Pakistani **Date of birth:** 03/12/1988 **Gender:** Male

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Home: Kuala Lumpur (Malaysia)

ABOUT ME

Self-motivated, detail-oriented qualified Accountant with 10+ years of experience with sound academic record and comprehensive skills in financial management and general accounting. Seeking for an opportunity where I can further groom my professional and management skills to contribute towards the achievement of organizational goals.

WORK EXPERIENCE

Accountant

Proton Lesydear Automobile Sdn Bhd [10/2013 – Current]

City: Kuala Lumpur

Country: Malaysia

- Prepare Financial Statements and provide financial information to board of directors
- Generate management accounts on a monthly basis
- Provide management reports to banks for facilities review
- Oversee all department's daily revenue, expenses, and inventory, perform variance analysis
- Report to top management on cash flow on a regular basis
- Monitoring of cash flow of all business lines to ensure smooth processing of scheduled online payments
- Processing of all cost-center transactions online bank payments
- Posting of purchase invoices after verification of PO, GRN, and supplier invoices
- Checking time attendance sheets and processing monthly staff payroll payments
- Maintain payroll file to ensure compliance with local employment regulations
- Submission of payroll related all statutory payments
- Preparation of monthly income tax deduction, Pension fund contribution, social security contribution, Human Resource Development Fund payment
- Prepare sales commission, handling of petty cash and staff claims
- Submission of GST/SST tax returns
- Maintain fixed assets register and calculation of gain or loss on any disposal
- Reconciliation of company all bank accounts
- Reconciliation of receivables and payables accounts and inter-department accounts
- Posting of the month and year-end journal entries
- Strong knowledge of accounting procedures including GAAP
- Liaising with department heads, external Auditors, tax agents, and bankers
- Conduct other assignments to ensure all accounting records are managed accurately and timely

General Accountant

Al Siddiq Jewellers LLC [01/2013 – 08/2013]

City: Abu Dhabi

Country: United Arab Emirates

- Posting of general entries in accounting software
- Reconciling daily stock counting and managing cash collection
- Maintain accurate accounting records and handle all documents
- Bank reconciliation on a monthly basis

Accounts Trainee

Javed Sarfraz & Co, Chartered Accountants [08/2010 – 12/2012]

City: Gujranwala

Country: Pakistan

- Posting of invoices, payments, and collections of clients' accounts
- Maintenance of clients' General Ledger and Journal entries adjustments
- Preparing monthly management accounts for clients
- Submitting Corporate Tax returns
- Bank Reconciliations

EDUCATION AND TRAINING

ACCA

[2012]

Certified Accounting Technician CAT

ACCA [2009]

LANGUAGE SKILLS

Other language(s): **English** | **Urdu** | **Malay**

DIGITAL SKILLS

Microsoft Office / SAP / SQL / Autocount / Quickbookaccounting / TALLY ERP9 / Google Sheets

MANAGEMENT AND LEADERSHIP SKILLS

Leading a team of 8 admin and junior accountants

1. Time management
2. Teamwork
3. Attention to detail
4. Emotional intelligence
5. Financial data analysis
6. Budgeting and forecasting

COMMUNICATION AND INTERPERSONAL SKILLS

Good communication skills

Good communication with strong problem solving skills
