



Faiz Muhammad

Accountant

To get a Challenging Position with a Dynamic Group that well Permits me to utilize my skill and Abilities Obtained through my Experience and Education Background as well as allow my Professional Growth. I am a young, Energetic Accountant / Finance Officer. Also having 14+ years' experience of Accounts / Finance / Administration..

Contact

Phone

+923139622076

Email

faizisfs@gmail.com

Address

Plot No 38 B Industrial estate
Jamrud Road Hayatabad
Peshawar Pakistan

Education

2019

MBA Finance

Iqra National University Peshawar
Pakistan

2009

B.Com

University Of Peshawar

Expertise

- Financial Reporting
- Auditing
- Book Keeping
- Ms Office
- Quick Book
- Peach Tree

Language

English

Urdu

Pashto

Experience

April-2010 - Present

Great Lasani Packages (Pvt) Ltd Peshawar Pakistan

Accountant & Admin Officer

- Responsible for all Financial and Administration functions / Expenses of the office and to handle functioning of all finance and admin activities.
- Managing Manually / Computer Software Finance Department Including Accounts department independently (Book Keeping, Trial Balance, Bank Reconciliation, Profit & Loss Financial Statements).
- Assist Senior & Finance managers in Quarterly Review and Financial Audit / Sales Tax & Income Tax Audit along with all relevant working / documentation till its finalization.
- Preparation / Verification of Monthly Payroll.
- All Bank activities (Payments to Parties as per Section 73 Law / Managing of Funds.

Feb-2014 - Dec-2014

Golden Lasani Paper Mill (Pvt) Ltd Lahore Pakistan

Internal Auditor

- Supervise Accounts Department, Prepare Monthly Income statement and Balance sheet, Dealing With Bank, Assist the Management Day to Day office operations, dealing with ESSi, EOBI, and WWB Departments.
- Dealing with the Banks.
- Control incoming raw material by such methods as physical counts, random weight checks, rejection of any raw material, checking of underweight vehicles, etc.
- Making periodic physical inventory checks.

Aug-2009 - March-2010

Saydon Pharmaceuticals (Pvt) Ltd Peshawar Pakistan

Assistant Accountant

- Making Payment requests, Journal Vouchers, Receipt vouchers
- Preparing and maintaining Bank Books.
- Preparing and maintaining Daily Worksheet
- Preparing Monthly bank Reconciliations.
- Handling Petty Cash
- Maintaining Records of all types of financial documents.
- Salary calculation and disbursements.
- Payment Activity which was a great learning experience

Reference

Tanveer Faisal Siddiqui

General Manager, Great Lasani Packages Pvt Ltd

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