

# Muhammad Faizan

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## ABOUT ME

Dedicated BBA Finance graduate with valuable experience in corporate finance, tax, audit, and assurance. Adept at financial analysis, reporting, and stakeholder engagement. Demonstrated expertise in managing tax returns, company registrations, and financial reconciliations. Proficient in utilizing financial databases and compliance with industry standards. Proven ability to collaborate within multidisciplinary teams and contribute to project development. Committed to delivering accurate financial insights to support informed business decisions. Overall, my professional journey and educational background have equipped me with the expertise and skills necessary to excel in financial management, audit, and advisory roles while contributing positively to organizational growth and development.

## WORK EXPERIENCE

[11/2023 – Present]

### ACCOUNT OFFICER

#### QAZI MARKETING & DEVELOPERS

- Registered and incorporated company with SECP and FBR.
- Managing overall finances and expenses of company. Creating monthly Profit and loss statement.
- Skillfully handled payroll processing, staff management, Daily and monthly office expenditure, Record and maintain financial reports ensuring smooth operations.
- Coordination and assistance in creating company's and its employee's bank accounts.
- Created wealth statement for company in IRIS portal.
- Submitted income tax returns for CEO.
- Petty cash handling, Recovery from existing clients.

[09/2023 – 10/2023]

### ADMINISTRATION & ACCOUNTS EXECUTIVE

#### ALKHIDMAT FOUNDATION

- Proficiently manage day-to-day administrative and financial tasks, including fee collection, account preparation, and voucher generation.
- Skillfully handle payroll processing, staff management, and various school activities, ensuring smooth operations.
- Coordinate classes and student-related affairs, fostering an optimal learning environment.
- Demonstrate strong organizational skills and adherence to protocols, ensuring efficient task prioritization and timely completion.
- Utilize effective communication and interpersonal abilities to foster positive relationships with staff, students, and parents.

[08/2022 – 08/2023]

## **TAX & AUDIT ASSOCIATE**

### ***ZAHID JAMIL & CO, CHARTERED ACCOUNTANTS***

- Reconciled accounts and reviewed expense data, net worth, and assets. Analyzed trends in financial data to investigate fluctuations.
- Followed up to assess and report corrective action completion or progress.
- Documented cash, credit, fixed assets, accrued expenses, and line of credit transactions. Evaluated and improved financial records to make important business decisions.
- Gathered financial information, prepared documents, and closed books.
- Conducted External Audit for clients like Peshawar Bar Council, ARCO constructions limited and M.S D G builders.

05/2022 – 07/2022]

## **INTERN CORPORATE FINANCE**

### ***SEHGAL SHAHID & SAFDAR CHARTERED ACCOUNTANTS***

- In my professional role, I have extensive experience in financial and regulatory management, including Communication and Messaging for seamless information flow. I excel in Tax Returns management with IRIS software and create essential documents like SECP IDs, Challan, and NTN for legal compliance. I oversee Firm and Company registrations, ensuring accurate and efficient paperwork. I actively engage in Monitoring and Analysis to identify trends and risks for improvement. Additionally, I play a pivotal role in Stakeholder engagements, fostering positive external relationships for organizational growth.

[05/2021 – 07/2021]

## **INTERN ASSURANCE & ADVISORY**

### ***INTERNATIONAL CONSULTING ASSOCIATES (ICA)***

- As an Assurance and Advisory Intern at International Consulting Associates, I leverage my BBA background to provide comprehensive financial analysis and reporting services. Collaborate on development projects, ensuring compliance with industry standards. Conducted FLP (Financial literacy Program) under UNDP project. Actively Participated in Torkham Border Bazar development Projects
- Facilitate due diligence processes and proficiently utilize DBMS. Created
- Proposals, Inceptions reports and Work plans demonstrating strong Analytical, Communication and Teamwork skills.

## **EDUCATION AND CERTIFICATION**

[09/2019 – 12/2023] **Bachelor of Business Administration (BBA-Finance)**

[09/2016 – 12/2018] **Fsc (Pre-Engineering)**

[04/2014 – 08/2016] **Matriculation**

[06/2020 – 06/2021] **Diploma in Information Technology (DIT)**

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## **DIGITAL SKILLS**

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Access
- QuickBooks
- AI tools

## **LANGUAGE SKILLS.**

- ENGLISH
- URDU
- PASHTO