

# Muhammad Aleem

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## PROFESSION SUMMARY:

I am well versed in Finalization of Accounts & Finance, Receivable & Payables. Maintenance of GL, inventory Management, Banking & Asset Accounting. My Core Strengths are Financial Analysis and Reporting, Internal & External Audit, Business Planning, Budgeting Analysis & Performance Measurement. ERP Experience in Configuring, customizing, testing, implementation of SAP FICO module. Experience in different phases of implementation.

## SKILLS:

- Project Management
- Budgeting
- ERP
- Financial Products
- Data Analysis
- Business Process Improvement

## WORK EXPERIENCE:

**Organization:** Canon International (Home Appliances)  
(November 2023 to Present)

**Designation:** Assistant Manager Accounts Payable

### Responsibilities:

- Managed all accounts payable process including local & Finish Goods suppliers, petty cash, credit cards & expense report.
- Reconcile processed invoices to ensure full accuracy by verifying entries & comparing system.
- Assisted finance team with month end processing included accruals & account reconciliations.
- Ensured timely payments of vendors invoices & expense vouchers.
- Developed & maintained strong vendor relationship contracts & negotiated payment terms created.

**Organization:** Royal Distribution PVT LTD (October 2020 to November 2023)

**Designation:** Senior Account Officer

### Responsibilities:

- Preparing month-end, quarter-end, year-end closing financial statements.
- Conducted monthly closing process, accruals and journal entries.
- Managed all monthly reporting for credit, payables & receivables.
- Responsible for processing various vendor's invoices and ensuring proper approval for a payment team member.
- Customer balance statements prepared & mailed.
- Worked directly with senior management and auditors.

## CERTIFICATION:

SAP FI SAP ECC 6.0 EHP 6  
Certificate ID: 0019688226

## EDUCATION:

University of Management & Technology, Lahore

Master of Commerce (2018)

Punjab University, Lahore

Bachelor of Commerce (2015)

B.I.S.E Lahore

F.Sc (Pre-Engineering) (2013)

B.I.S.E Lahore

Matriculation (Science) (2011)

## PERSONEL Details:

- **Date of Birth:** 16-09-1995
- **Marital status:** Married
- **Languages:** Urdu, English
- **Strength:** Ability to achieve best

**Organization: Banu Mukhtar Contracting (Pvt) Ltd (July 2017 - January 2020)**

**Designation: Assistant Financial Consultant**

**Responsibilities:**

- Working with the SAP Finance/Controlling modules, as well as participation in full life cycle implementations of a new company.
- Familiarity with SAP controlling integration to, MM, and HR.
- Preparing and performing month-end, quarter-end, year-end closing and financial statements in Sap.
- Cash flow Management, bank position and reconciliation.
- Responsible for Master data of General Ledger, Assets, Cash Journals, Internal Orders, Cost centers, profit center.
- Responsible for all configuration of SAP Fi/CO module.
- Responsible for Company Provident Fund.
- Maintaining Fixed Asset & Transfer.
- LSMW program for AP and AR Master & transaction data upload.
- Managing Inter-companies and banks reconciliations.
- Reconciliation Ledger Approve & Sign Voucher