

# Muhammad Faisal Javed

## Summary

Highly analytical, result-driven accountant skilled at working quickly and accurately under tight deadlines. Adept at all functions of accounting, including balancing sheets, processing payments, managing accounts payable and providing executive administrative support. Dedicated to providing exemplary work and supporting the overall mission of the department and company.

## Experience

**Accountant** – 03/2022 to 05/2023

**Whiteland Industries (Pvt) Ltd. Sialkot Pakistan**

- Finalization of all Vouchers (BPV, CPV, JV, CR & BR).
- Review accounting documents to ensure the accuracy of information and calculations.
- Adjustments of files with dealers.
- Preparation of cash movement like inflow and outflow of cash & different sector-wise break-up.
- Maintain the confidentiality of all documents.
- Perform basic office management duties as requested.
- Having a good working background in Accounts Department management.
- Manage all accounting transactions on daily basis.
- Publish financial statements in time.
- Handle monthly, quarterly and annual closings.
- Reconcile accounts payable and receivable.
- Ensure timely bank payments.

**Assistant Accountant** - 05/2021 to 02/2022

**Forta Industries Pvt Ltd. Sialkot Pakistan**

- Reconcile General ledger functions and the month-end/year-end close process
- Maintain accounting controls by preparing and recommending policies and procedures
- Provide input into department's goal setting process
- Support month-end and year-end close process

## Education

Bachelor of Commerce: 2021  
University of Punjab Pakistan.



## Contact

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## Highlights

- Self-motivation and commitment, in order to combine study while working.
- Organizational and time management skills
- A methodical approach
- Strong analytical and problem-solving skills
- Motivation and initiative
- Integrity and trustworthiness
- Working experience in SAP, ERP, SQL, Tally Softwares