

Muhammad Fakhar  
Qayyum



Personal details

-  Muhammad Fakhar Qayyum
-  fakharqayyum91@gmail.com
-  +923426383042
-  House no 9, Block E Lane no 2,  
Royal Orchard Multan
-  December 17, 1984
-  Male
-  Pakistani

Skills

- Accounts Receivable
- Accounts Payable
- Financial Reporting
- Bank Reconciliation
- Tax Preparation
- Payroll Management
- Chart of Accounts Management
- Audit Coordination
- Cash Receipts Management
- Accounting Policies

Profile

Excellent accounting skills, with experience in Oracle and ERP, deal with customers and high Level workloads within strict deadlines. Now looking to start a new challenging position to meet My competencies, capabilities, skills, education and experience

Education

- M.B.A (Fin)

Virtual University of Pakistan

Grade/CGPA: 3.39/4

2021
- B.Com

B.Z.U Multan, Multan

2nd Division

2008
- D.B.A

P.B.T.E Lahore, Lahore

B Grade

2006
- S.S.C

B.I.S.E Multan, Multan

D Grade

2001

Employment

- Manager Accounts

Dec 2018 - Present

Suzuki Unique Motors (7s Authorized Dealer Pak Suzuki Motor Co. LTD)

Supervise daily accounting activities such as ledger maintenance, invoicing, and reconciliation.

Ensure accuracy and timeliness in financial processing and reporting.

Monitor cash inflows and outflows.

Ensure timely collection of receivables and payments to vendors.

Generate monthly, quarterly, and annual financial statements.

Provide detailed financial analysis and performance reports to management.

Assist in the preparation of annual budgets and financial forecasts.

Track budget performance and report variances.

Ensure adherence to accounting standards, tax laws, and internal policies.

Coordinate and support internal and external audits.

Lead a team of accountants or finance officers.

Provide mentoring, training, and performance evaluations.

Review and improve accounting procedures to enhance efficiency and accuracy.

Implement automation tools or financial systems upgrades as needed.

Oversee preparation and filing of tax returns.

Ensure compliance with all tax regulations and deadlines.

Identify financial risks and propose strategies for mitigation.

Maintain appropriate internal controls.
- Assistant Finance Manager

Oct 2017 - Sep 2018

Suzuki South Punjab (Authorized Dealer Pak Suzuki Motor co.LTD)

Assisted in the preparation and analysis of monthly financial statements and reports to support decision-making processes.

Financial Statement Preparation	●●●●●
Tax Data Collection	●●●●●
Financial Controls	●●●●●
Month-End Closing	●●●●●

## Languages

English	●●●●●
Urdu	●●●●●
Punjabi	●●●●●

- Monitored daily financial transactions, ensuring accuracy in ledger entries, invoicing, and account reconciliations.
- Coordinated the budgeting process by gathering data, consolidating budgets, and tracking budget variances against actual performance.
- Supported the Manager Accounts in cash flow management by monitoring cash inflows and outflows and ensuring timely payments and collections.
- Facilitated internal and external audit processes by preparing required documentation and responding to auditor inquiries.
- Implemented improvements in financial procedures and systems to increase efficiency and compliance with accounting standards and tax regulations.
- Collaborated with cross-functional teams to develop and implement financial controls and ensure compliance with company policies and regulatory requirements.

**Sr. Accounts Officer**
**Oct 2010 - May 2016**

Bulls Eye Communication (A brand Activation Agency)

- Creating and processing invoices
- Cross-checking invoices with payments and expenses to ensure accuracy
- Managing a company's accounts payable and receivable
- Sending bills and invoices to clients
- Tracking organization expenses
- Monthly ware house stock taking
- Processing refunds
- Working with collection agencies on overdue payments
- Communicating with clients regarding billing and payments

**ACCOUNTANT**
**Jul 2009 - Jun 2010**

Mirza Trading Corporation (Deals in Auto parts)

- Prepare and examine financial records, ensuring accuracy and compliance with regulations.
- Manage all accounting transactions, including Accounts Payable and Accounts Receivable.
- Reconcile bank statements and ledger accounts.
- Prepare monthly, quarterly, and annual financial reports.
- Assist in the preparation of tax returns and ensure timely filing.
- Monitor budgets and assist with financial forecasting.
- Maintain and update accounting software systems.
- Collaborate with auditors for annual audits and internal reviews.
- Ensure confidentiality and secure handling of financial data.
- Provide financial analysis and insights to support business decisions.