

MUHAMMAD FAHAD KHALIL

PROFILE

(ACCOUNTANT & ADMINISTRATOR)

To get the challenging job in a dynamic organization that offers growing career opportunities in an accommodating and competitive environment that contributes towards professional excellence. Intend to build a career in Accounting leading corporate as well as Administration with committed and dedicated people, which will help me to explore myself fully and realize my potential. Willing to work as a key player in challenging & creative environment.

EDUCATION (MASTERS=MBA (BANKING AND FINANCE))

COMPUTER SKILLS

Tally ERP
MS Word
MS Excel
MS Power Point

SHORT COURSES

Quick Book
Peach Tree
Tally ERP
MS Excel Advanced

PROFESSIONAL SKILLS

Financial Reporting
Accounts Receivable
Accounts Payable
Leadership

CONTACT

PHONE#:

+971-52-3878016
+92-305-6731876

EMAIL ADDRESS:

mfks10@gmail.com
mfks10@yahoo.com

ADDRESS

Current:

Nahda-2, Dubai, UAE.

Permanent Address:

Bahawalpur, Punjab,
Pakistan

BIO

Father Name : Khalil
Ahmad

Marital Status : Married

Nationality : Pakistani

DRIVING LICENSE

Dubai :

(12-2018 to 12-2025)
05 (Five) years old Light
Vehicle Manual License.

Pakistan:

(04-2012 to 02-2028)

11 (Eleven) years old Light
Vehicle License period
12.2018 to 12.2025.

2007 – 2009 :

MBA (Banking and Finance)

Allama Iqbal Open University

with 2.7 GPA

2004 – 2006 :

B.Com (Commerce)

Islamia University Bahawalpur

with 61% marks

2002 – 2004 :

ICS (Computer Science)

Islamia University Bahawalpur

with 61% marks

WORK EXPERIENCE (TOTAL 15 YEARS=05 DUBAI+ 10 PAKISTAN)

1) MSF Group Of Companies (Dubai, UAE) April, 2018 – Currently working

ACCOUNTANT

- **Accounts Payable and Receivable:** Support in processing vendor invoices, preparing customer invoices. Reconcile accounts payable and receivable. Track and Ensure timely bank payments.
- **Financial Reporting:** Prepare financial statements, reports, and summaries for review in time. Handle monthly, quarterly and annual closings. Manage balance sheets and profit/loss statements.
- **Assist in Audits:** Collaborate with auditors during internal and external audits, providing necessary documentation and information.
- **VAT:** Compute VAT and prepare VAT returns.
- **Confidential:** Reinforce financial data confidentiality and conduct database backups when necessary.
- **Ledgers Reconciliation:** Reconciles all subsidiary ledgers with the General Ledger balances.
- **Financial Policies:** Comply with financial policies and regulations.
- **Salaries:** Collection and preparation of Timesheets and Process of workers monthly salaries.
- **Bookkeeping:** Maintain accurate financial records by recording and verifying financial transactions, including invoices, receipts, and payments.
- **Data Entry:** Enter financial data into accounting software Tally ERP and databases with precision and attention to detail.
- **Bank Reconciliation:** Assist in reconciling bank statements and resolving discrepancies to ensure the accuracy of financial records.
- **Expense Management:** Monitor and manage expenses, ensuring compliance with company policies and budgets. Also handling petty cash.
- **Compliance:** Stay up-to-date with financial regulations and ensure adherence to tax laws and regulations.
- **General:** Managing all accounting transactions and Prepare budget forecasts.

ADMINISTRATOR

- **General Administrative Tasks:** Handle administrative duties related to finance, such as filing, organizing documents, and assisting in document retrieval.
- **Division of responsibilities:** Divide responsibilities between staff to ensure performance.
- **Managing:** Manage Inventory and Generate Purchase Order accordingly.
- Provision of documents as per site requirement. Handle Procurement of Stock.
- **Reports:** Submit timely reports and prepare presentations for Higher Management meeting.
- **Official:** Updating documents weekly monthly and yearly basis.
- **Documentation:** Collect required documents and store data in computer separately with employee code given by company. Timely renewal of company licenses etc.
- **Employees:** Handle new visa as well as timely renewal of visa of employees.

2) Commissioner Office Bahawalpur

Sep, 2007 – March, 2018

ASSISTANT ACCOUNTS & COMPUTER OPERATOR BS-12)

- **Deals with Revenue Matters** like recovery of Govt. dues and Pro-poor initiatives.
- **Privatization of Govt. land / properties etc.** Collection of data and taking action against qabza group. Disposal of Revenue Judicial Cases. Up-gradation of Tehsils to District level.
- **Process and follow-up of complaint** applications regarding revenue matters.
- **Monthly review meetings** regarding recovery of Govt. dues etc. under the Chairmanship of Member (Judicial-II), BOR, Punjab, Lahore.
- **Follow-up of Chief Ministers Directive** regarding revenue matters. Meeting of Divisional Committee for verification of rent of petrol pumps etc.
- **Meeting of Divisional Committee** regarding approval of Condonation Fee assessed by District Price Assessment Committee. Any other assignment entrusted by Officers.
- **Others:** Noting & Drafting, typing and data entering.