



Muhammad Arslan

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PROFILE STATEMENT

I have **7 plus years'** experience with remarkable achievements in general accounting, result driven accounting skilled at working quickly and accurately under tight deadlines. I am **Associate Member of IFA (UK) and MIPA (Australia) with M.Sc. Accounting and Finance.** Extensive knowledge of **SAP Business One, Excel, QuickBooks, Tally ERP 9 & Prime, Xero, Zoho, Power BI. Oracle Payable Part.** I analyzed budgets and financial reports and excellent skills for Accounts Payable, Accounts reconciliation,

Cashflow Management and stock management. I completed different project in my accounting and banking career which helpful for my professional journey, I have ability to learn and adjust in any environment adeptly. Principles are ultimate importance to me, along with empathy, enthusiasm, and passion about my task. Being recognized as an asset with a long-term commitment is important for me.

Work Experience

Accountant & Audit Officer (April 2021 - Present) Push Digits Global Chartered Accountants Dubai UAE

As an **Auditor and Accountant** I am serving as an outsourced accountant and working on Audit assignments.

I was deployed in "**Mohammed bin Rashid School of Government Dubai**" as an outsourced **Accountant** for full operations of **payables and receivables department**. My Key responsibilities were.

- Verifying the Purchase order and invoices.
- Follow up for required documents before processing payment.
- Reconciled the vendor statement before final payments
- Process payment through EFT and cheques
- Recording and posting entries after verify with documents.
- Input supplier invoices and employee expenses into Business Central Dynamics 365
- Execute credit card and bank account reconciliation.
- Vat Processing on Quarterly basis.
- Prepare twice weekly payment run in multiple currencies and post payment in business central Dynamics 365 to reflect bank activity.
- Issuing invoices as per procedure to customers.

I worked at a prestigious client the chain of Julphar Drug Industry "**Planet Pharmacies LLC**" (**Health First Pharmacy**) as an outsourced **Accountant** for full time accounting operations from March, 2022 to March, 2023. My Key responsibilities were.

- Accruals and prepayments recording and settle the amount according to invoices.
- Calculate Vat amount and process region wise on FTA portal.
- Processing staff salary through WPS.
- Invoice verify before recording into system, discuss error with supplier for immediate action.
- Coordinate with external auditor for sales audits and represent the report to landlord for processing the turnover rent.
- Manage budgeting, forecasting, and cash flow management.
- Verify and investigate discrepancies, if any, by reconciling vendor accounts and monthly vendor statements.
- Reconcile the accounts payable ledger to ensure that all bills and payments are accounted for and properly posted.

Skills

- Highly proficient with the time management.
- Team Building.
- Analytical thinking.
- Strong communication skills.
- Accounting Softwares.
- work both independently and collaboratively.

Professional Membership

International Financial Accountant (IFA)

Joint Associate Member of **IFA (United Kingdom)** and **MIPA (Australia)**

Achievements

Solved discrepancies in ledger of Planet Pharmacies regarding inventory stock. 75% task single handedly completed.

Languages

English (Professional)
Urdu (Native)

Personal information

Father name	Abdul Malik
D.O.B	7/9/1987
Nationality	Pakistani
Visa Status	Employment
Marital Status	Married

- To check invoices for accuracy in quantity and unit prices and total and to match them with receiving records PO, PR on daily basis, and to ensure all the documents are complete before processing payments.
- Involved in preparing financial statement every month with finance manager and recording all other transaction and adjustments for month end closing.
- Daily cash sale deposit reconciliation with bank statement for all pharmacies.
- To balance inventory account with the Store Department on a monthly basis.

Worked as an outsourced **Accountant** in a leading facility management company **Power Facilities Management** from April, 2021 to March, 2022. My duties were:

- Assemble, review and verify invoices and cheques request.
- Pay order processing for specific vendors.
- Completing Bookkeeping for payable department.
- Processing sale bids and costing the project with resource allocation.
- Monthly reconciliation for inter-company accounts.
- Regular customer and supplier reconciliations.
- Monthly bank reconciliation and resolving the reconciling items on a regular basis.
- Monthly budgeting and forecasting.
- Monthly closing with other staff.
- Process pay orders and postdated cheques on regular basis.
- Inventory management and proper record keeping of the same.
- Fixed assets management and regular recording of monthly depreciation.

Merchant Acquiring officer (May 2017 – March 2021) **Bank Alfalah Consumer Finance Center Lahore Pakistan**

Worked in Alfalah Bank consumer head office. My key financial areas where I worked.

- General ledger reconciliation on daily basis and adjusted the exchange rates.
- Processing Merchant Payments.
- Reconcile Visa /Master issuing and Acquiring transaction in daily basis.
- Monitoring rejected transactions and implement quick action.
- Resolve merchant queries and handle merchant complaints & queries.
- Investigating and solving merchant's reversal, debit, refund, disputed bank account entries.
- Visit merchants side for resolving payment gateway issues.

Audit Assistant (Nov 2014 - Nov 2015)

Inam Ul Haq & Co. Chartered Accountant

I spent one year in auditing and accounting. During my tenure I gained expertise in:

- Vouching on revenues, expenses, fixed assets, current assets, inventory etc.
- Assisting seniors in financial audits from vouching to preparation of different reports & reconciliations like sales report, expense reports, receivables and payables reconciliations.
- Ensuring that the accounting policies and norms are in compatible with double entry standards.
- Assisting seniors in finalizing the financial statements of the entities.
- Involved in audit planning for each client related to manufacturing, textile and construction.

Education

AFA: (Associate Financial Accountant)

International Financial Accountant (IFA) UK

Institute of Public Accountant (MIPA) Australia

2020 -2021

M.Sc.: (Accounting & Finance)

National College of Business Administration & Economics,
Lahore Pakistan

2018-2020

M.B.A.: Executive: (Finance)

Global Institute Lahore Pakistan

2013-2015

Graduation (B.A)

University of The Punjab, Lahore Pakistan

2007-2009