

MUHAMMAD ATIF HUSSAIN



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SUMMARY

A detail-oriented finance professional with experience in cash handling, accounting, and financial reporting. Proven track record in accuracy and customer service. Strong analytical skills, proficiency in accounting software, and commitment to continuous improvement. Seeking to contribute to business growth and operational excellence.

EXPERIENCE

Finance Reporting Manager, 01/2024 - Current

Dawat-e-Islami Trust, Lahore, Pakistan

- Create and manage the preparation of weekly and monthly reports to support departmental and business needs
- Prepare monthly reports and share to authorizes authorities.
- Prepare and analyze financial statements monthly, quarterly and yearly.
- Perform quality assurance and deliver recurring reports accurately and on-time.
- • Prepare detailed internal financial reports, including researching and explaining significant variances by working closely with various departments and management.
- Prepare financial reports by collecting, formatting, analyzing, and explaining information.
- Investigate and report to the Manager any inconsistencies or improprieties.
- Play crucial role in implementing new software for department improvement and efficiency.
- Review, investigate, and correct errors and inconsistencies in financial entries, documents, and reports.
- Report all findings to management with recommendations for improvement, and upon their approval, implement strategies to induce such change.

Assistant Account Manager, 07/2021 - 12/2023

Dawat-e-Islami Trust, Lahore, Pakistan

- Maintain and update accounting records and files.
- Analyze budgets and create expense reports.
- Post transactions and categorize records.
- Conduct month-end and year-end closures.
- Prepare documents for audits.
- Monthly Accounts and Bank Reconciliation.
- Report to the Accounting Manager and work to improve financial processes.
- Providing training to staff members.

Assistant Finance Manager, 01/2019 - 06/2021

Dawat-e-Islami Trust, Lahore, Pakistan

- Taking responsibility for the planning and execution of financial duties and projects of a company.

- Preparing financial statements, reports, and forecasts for the business to ensure financial stability.
- Providing training to staff members regarding financial processes.
- Evaluate the financial performance.
- Meeting on Weekly Basis on Financial Reports.
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Accountant, 01/2017 - 12/2018

Dawat-e-Islami Trust, Lahore, Pakistan

- Make Payments
- Make Entry in Accounting Software
- Manage all accounting transactions
- Ensure timely bank payments
- Handle monthly, quarterly and annual closings
- Audit financial transactions and documents
- Ensure timely bank payments
- Monthly Bank Reconciliation.
- Monthly Accounts Reconciliation.
- Monthly Closing of Accounts.

Cashier, 12/2015 - 12/2016

Dawat-e-Islami Trust, Sheikhpura, Pakistan

- Receive Cash from Donor
- Make Cash Receipt
- Deposit Cash in Bank
- Daily Cash Closing

SKILLS

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|--------------------------------------|---------------------------------------|
| • Microsoft Word | • Accounting Software (Sysman, Tally) |
| • Microsoft Excel | • Record Management |
| • In-page | • Record Keeping |
| • Hardware and Software Installation | • Target implementation |

EDUCATION

Farabi College of Commerce, Sheikhpura, 2015

Master of Commerce (M.Com Banking and Finance)

Major Subjects

- Financial Management
- Personal Finance
- Corporate Finance

Superior College of Commerce, Sheikhpura, 2013

Bachelor of Commerce (B.Com I.T)

Major Subjects:

- Accounting
- Auditing
- Income Tax

Board of Intermediate and Secondary Education, Lahore, 2011

Foundation Degree in Arts: (F.A)

Major Subjects:

- Islamic Studies
- Punjabi
- Sociology

Muslim Public Model High School, Sheikhpura, 2008

Foundation Degree in Science: (Matric Science)

Major Subjects:

- Physics
- Chemistry
- Biology

LANGUAGES

English:

B1

Intermediate

Punjabi:

C2

Proficient

Urdu:

C2

Proficient

HOBBIES AND INTERESTS

- Reading Books
- Browsing
- Gardening
- Travelling