



Muhammad Shan

arslanshah842@gmail.com

+971 50 951 7678

Abu Hail, Dubai, UAE

UAE Visit BH5103021

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I have diverse experiences in many sectors like PepsiCo and Media Industry as an Accountant and Marketing Operations Officer. Possesses strong analytical and problem-solving skills. Looking to develop a career, in an environment that provides increasing level of responsibility, learning & opportunity to work on my own initiative and achieve organizational goal.

WORK EXPERIENCE

Accounts cum Marketing Operations Officer Dunya Media Group - National Communication Services

2022 – 2024 (Pakistan Lahore)

Job Description

- Banks & Ledger statements reconciliation,
- Managing company's accounts payables, receivables and cash in/out flow.
- Cross checking invoices with payments and expenses.
- Preparing & submitting invoices to the clients upon the completion of release orders.
- Analyzing the station wise sales, preparing performance reports, interpreting the results and reporting to management.
- Coordinating with all inter-departments and marketing teams throughout the Pakistan for smooth business operation.
- Sending and responding emails and incoming calls.
- Provide the back end supports to the sales teams and performing general office clerical duties and errands.

Accounts Officer NSM Marketing - Distributor of PepsiCo International-Fritolay

2020 – 2022 (Pakistan Lahore)

Jobs Description

- Reconcile sales ledger & investigate any difference.
- Process purchase order to PepsiCo International.
- Managing company's accounts payables, receivables and cash in/out flow.
- Settlement of claims with PepsiCo.
- Cross checking invoices with payments and expenses.
- Preparing & submitting invoices to the clients.
- Reconcile daily petty cash.
- Reconcile stock, internal stock audit and stock take.
- Preparing Staff Payroll on monthly basis.

TECHNICAL SKILLS

MS Office

PACE

XERO

Tally ERP

Spatial skills

Quick Books

Time management

CERTIFICATES

Accounttech (2019)

MS Office, Advance Excel, Quick Book, Tally ERP

Inventory Control (2019)

Certification in Inventor Control by PBTE

Standard College (2018)

Event organizer

Corporate Relations (2018)

Volunteer @L'oreal Bridal week

LANGUAGES

Urdu



English



Punjabi



Assistant Accountant

Asif & Sons - Distributor of PepsiCo International-Fritolay

2016 – 2022 (Pakistan Lahore)

Job Description

- Managing and maintaining records & receipts.
- Processing daily sales transactions on Distribution Management System (DMS & PACE).
- Extracting reports from RPM (Route Performance Management),
- Placing purchase orders to PepsiCo.
- Provide the back end supports to the sales teams and performing general office clerical Duties.

INTEREST

Swimming

Movies

Photography

Travelling

Cricket

Reading

Badminton

EDUCATION

Masters of Business Administration

University of the Punjab (IBA)

2018 - 2020

- Finance

Bachelors of Business Administration

University of the Punjab

2014 - 2018

- Accounting & Finance

Learning

VAT

Corporate Tax