

MUHAMMAD FAIZAN



Contacts

Address:

House No. L-5 Street No.17/1 Sector 35/A
Near Govt. Primary School 35-C Zaman
Town Korangi No. 31/2 Karachi.

Mobile:

+92313-7160861

Email:

m.faizan.ahmed01@gmail.com

Personal Information

Father Name: M.Mehmood Ahmed
Domicile: Karachi Sindh (U)
Marital Status: Married
Religion: Islam
Date of Birth: 05/08/1991

Skills Highlight

- Advance Excel
- Account Payable
- Account Receivable
- Bank Reconciliation
- Payroll Reconciliation
- Vendor / Supplier Reconciliation
- WHT Reconciliation
- Ledger Reconciliation
- Receipt / Payment Vouchers
- Internal Auditing
- Physical Stock Auditing
- Audit Report Writing
- Oracle 12.1, SAP 7.60, Microsoft Dynamics 360 & ERP.

References

Name: Bilal Shams

Designation: Acting Payable Lead

Organization: Al Razzaq Fibres Pvt Ltd

Contact# 0332-2524340

Name: Ghulam Ali

Designation: Accounts Officer-II

Organization: Liaquat National Hospital

Contact# 0321-2103150

Name: Waleed Ahmed

Designation: Assistant Manager Audit

Organization: The Citizens Foundation

Contact# 0321-2461068

Name: Salman Akbar

Designation: Assistant Manager Accounts

Organization: Home Solutions

Contact# 0300-8249318

I am a highly organized and self-driven individual, passionate about developing my career in the field of Accounts/Finance and Audit. Having 4-Year Accounts and Approx 1-Year Internal Audit Experience. Using SAP ABAP, Oracle 12.1, ERP and Microsoft Dynamic.

Experiences:

1- Accounts Executive–16/04/2022 to Current

Al Razzaq Fibres Pvt Ltd (SAYA), Karachi

- Scrutiny of Invoices against PO and GRN.
- Record Liability of Vendors in SAP.
- Reconciliation of Vendors ledger.
- Record Debit Note of Vendors in SAP.
- Record Credit Note of Vendors in SAP.
- Record Adjustment entries in SAP.
- To post already parked invoices in SAP use MIR4 tcode.
- Withhold Sales Tax and Income Tax on Invoices.
- Using MIRO to park and post invoices in SAP.
- Communication with Vendors against any discrepancy in Invoice.

2- Accounts Assistant–02/05/2019 to 27/01/2022

Liaquat National Hospital & Medical College, Karachi

- Reconciliation of Advances, Receivable and Refundable to Patients.
- Reconciliation of Bank statement. Bank Reconciliation.
- Communicate with Billing & Cash department for recovery.
- Maintaining Income schedule on monthly basis.
- Calculate accrued Income on quarterly basis.
- Record benefit of Staff provided by Hospital a/c policy.
- Age analysis of Receivables and Advances from Patients..
- Assistant in Implementation of new Software for Mapping in Oracle.
- Quarterly Inventory count or Audit with Internal Audit Department.
- Facilitate External Auditor by providing data related to my JD.

3- Internal Audit Officer– 01/08/2018 to 10/04/2019

The Citizens Foundation, Karachi

- Audit of TCF Schools (Petty Cash, Bank, Stock, Receipts & Payroll).
- Audit of Area and Regional Offices.
- Physical stock Auditing of Area and Regional Offices.
- Preparing Audit Report of each School based on Audit Observations.
- Work with senior in Financial Auditing of Head Office.

4- Accounts Officer–02/06/2017 to 17/07/2018

Home Solutions, Karachi

- Preparing daily bank position or Balances.
- Prepare and disbursement of Branches Petty Cash and Salary Cheques. Reconciliation and settlement of Branch petty cash voucher.
- Preparing bank payment and cash payment vouchers of Head Office.
- Preparing Invoices and Receipt vouchers.
- Writing letter to Bank for PO, Cheque Cancellation or Payment stop against Cheque, RTGS etc.
- Disbursement of Salaries by Cheque and Cash Salary of H.O Staff.
- Salary, Bank and Supplier reconciliation on monthly basis.
- Maintaining records of Payroll (Salary, Loan and Advance to Staff).
- Working on Withholding Tax of Salary U/S 149 and Supplier Bills U/S153 for services and supplies.

Educations:

Bachelor of Business Administration: **BSBA (Accounts & Finance)-2016**

Federal Urdu University, Karachi

Intermediate: **HSC-Pre-Engineering –2012**

Board of Intermediate Education, Karachi

Matriculation: **SSC-Science–2009**

Board of Secondary Education, Karachi

Computerized Accounting: Feb-2017 to May-2017

Memon Industrial & Technical Institute Korangi