

MUHAMMAD SALMAN

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Profile Summary:

With academic in Accounting & Finance, I enhanced my professional career in the same discipline with diversified roles in different industries. Moving forward, I am looking for a position which would optimally allow benefiting my overall development and professional growth, based on my academic knowledge and personal qualities. I am organized, immaculate and always prepared to take up new challenges and responsibilities.

CAREER NARRATIVE

Finance Officer at level3 BOS Services Pvt. Ltd (Formerly - ZARA Mobility Services Pvt. Ltd, Karachi)

Period: Nov 2019 till date



Level3 BOS Services operating in PAKISTAN, providing complete support services for **Mobilelink USA**, which currently is the largest authorized retailer for Cricket Wireless, deals in providing unlimited 4G LTE services and state of the art devices with an understanding of what keeps the customers loyal to a brand. As the largest Exclusive Retailer of Cricket with more than 550 retail locations across USA, Mobilelink focuses to operate with a high level of integrity and thrive on innovation, creating a customer experience that distinguish the company from others.

Job Description: I am responsible for Ad Hock Reporting and Support Accounts & Finance Team in All Matters. The work spectrum consists of looking after receivables, purchases, expenses & sales.

I am supervising and performing the following set of tasks:

- To prepare and summarize daily financial reports of sales of over 550 Retail stores
- Creation of daily discounts, gross profits, and resolving variances of sales from the Raw data of sales reports
- Invoices adjustments on AX DYNAMICS of 550 Retail Stores
- Posting and closing of sale orders invoices month Wise on AX (ACCOUNTING SOFTWARE)
- Creation and posting daily cash and card payments on AX
- Cash AND Card Payments Reconciliation and month wise closing of ledger
- Inventory Reconciliation

HELP DESK SUPERVISOR at level3 BOS Services Pvt. Ltd (Formerly - ZARA Mobility Services Pvt. Ltd, Karachi)

Period: August 2016 till Nov 2019



Job Description: Reporting to the Finance manager, I was responsible to conduct daily set of duties to ensure all the desired activities are being performed appropriately and delivered in timely manner. My main responsibilities comprised of:

- To look after daily customer queries of over 550 store daily basis and report to the directors
- Help store persons to smoothen the operations
- Report and resolve Variance (Cash, Card & Progressive)
- To record daily sales and complaints of over 550 stores
- To reconcile all the sales and receipt with different reports.

ACADEMIC CREDENTIALS

Graduated in **BBA (BACHELORS IN BUSINESS ADMINISTRATION)ILMA**
UNIVERSITY (formerly IBT)

2015-2020

Higher Secondary Certificate

2012-

2014

Board of Intermediate Education Karachi

Secondary School Certificate 2011-2012

Board of Secondary Education Karachi

Online Certifications

Basic to advance level Excel

Technical/Computer Skills:

- WEB BROWSING
- SOCIAL MEDIA
- ADVANCED MS EXCEL (EXPERTISE IN FORMULAS).
- Comfortable with Microsoft Office Suites.

Microsoft Dynamics AX 2012

- General Journal
- Accounts Payable
- Account Receivable
- Cash & Bank Management
- Sales & Marketing

References: Available upon request.