

# M U H A M M A D F A I Q K H A N

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Dubai, United Arab Emirates. +971 56 667 8329

[Kfaiq651@gmail.com](mailto:Kfaiq651@gmail.com) • [linkedin.com/in/muhammadfaiqkhan](https://www.linkedin.com/in/muhammadfaiqkhan)

## PROFILE SUMMARY

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Driven accountant with five years of experience specializing in accounting, auditing, budgeting, and payroll for diverse organizations. Advanced knowledge of generally accepted accounting principles and practices. Fosters transparency, understanding, and ownership of financial reports and financial and operational metrics across the organization thorough knowledge of applicable laws, regulations, public finance, and external reporting.

## SKILLS

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- Odoo 16
- Microsoft Excel
- Microsoft Word
- Zoho
- Adobe Photoshop
- Adobe Illustrator

## EXPERIENCE

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**LAPERLA BEACH RESORT, Back-End Office Dubai • ACCOUNTANT** (Aug/2022) - Present

Working directly under proprietor and long term planning to create initiatives that further the company's overall goals. Motivating employees to perform at their best through positive encouragement and incentive initiatives. Reporting to Management on monthly and yearly basis. Helping senior officials regarding new business setup and setup cost calculation. Responsible for issuing payment to supplier. Coordinating with PRO regarding visa processes and renewals. WPS deposit and Payroll also included in Job Responsibilities. Also handling other work of owner as instructed by him.

**RAHMAN SARFARAZ AUDIT FIRM, Karachi Pakistan • Audit Assistant** (Apr/2022) - (Aug/2022)

Ensure compliance with regulatory guidelines and generally accepted auditing standards. Review recommend changes in internal audit controls. Check, inspect and reconcile bank deposit and payments. Verify and inspect accounts receivable and payable ledgers for its accuracy. Major clients were Junaid Jamshed Pvt. Ltd., U&I Pvt. Ltd., Adam Sugar Mill Ltd.

**TARIQ ABDUL GHANI ACCOUNTING FIRM, Karachi Pakistan • Accounts Assistant** (Aug/2021) - (Apr/2022)

Responsible for maintaining financials records, running reports, and recording a wide range of transactions. Duties included were helping accountants as well as maintaining records. Bank reconciliation, Cash book, Weekly reports to management were the part of my job duties. Major Clients I served was GATCO PAKISTAN PVT. LTD., ROOTS R US PVT. LTD, ATCO PHARMACEUTICALS PVT, LTD.

**AURIGA ENTERPRISES, Karachi Pakistan • Junior Accountant**

*(March/2019)- (June/2021)*

Preparing payrolls and salaries for staff. Assisting in new admission regarding fee structure. Follow up with accounts receivable and payable. Maintaining records in ERP and tracking records. Assisting in yearly audit and monthly reporting. Responsible for issuing payments to suppliers and collecting payments from tenants.

## **EDUCATION AND CERTIFICATIONS**

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**ACCA, DUBAI UNITED ARAB EMIRATES, SKILLS LEVEL (F4 BUSINESS LAW)**

*(Started in 2022)*

**KARACHI UNIVERSITY, KARACHI PAKISTAN • BACHELOR'S IN COMMERCE**

*(Commerce) Waiting for results*

**PREMIER GOVT. COLLEDGE, KARACHI PAKISTAN • INTERMEDIATE**

*(Commerce) Nov 2019*

**METROPOLITAN ACADEMY, KARACHI PAKISTAN • MATRICULATION**

*(Computer Science) Oct 2017*