



Muhammad Bilal

Accounting & Finance Professional



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Why *Bilal*?

- Diligent and persuasive possessing expertise in all facets of Accounts & Audit related activities with sound knowledge of Quick Book Online, Utiliko, Odoo, and other accounting software. Having experience in handling Accounting Areas (PTP), (OTC) & (RTR).
- Efficiently evaluates internal control systems and risk management procedures. A task-focused individual with capabilities in managing key accounting tasks such as Accounts Receivable, Accounts payable, working capital management, Vendor reconciliation, Bank reconciliation, Tax preparation, etc.
- Meticulous professional with outstanding communication skills & solid commitment to establishing relationships with clients, management, and other professionals such as lawyers, actuaries, independent evaluators, and information technology experts. Prioritizes work and effectively meets deadlines sound knowledge of Banking portals.

CORE STRENGTHS & ENABLING SKILLS

- Quick Book Online
- Financial Reporting
- SAP Essential Financial Training
- Odoo ERP, Tally, sage, Peachtree etc.
- Technical Accounting

PROFESSIONAL EXPERIENCE

Happiness Lounge Government Transactions Center (Al Karama Dubai, UAE)

Working as "*Accountant*", Nov 2022 – Dec 2022

Responsibilities/Accomplishments:

- Prepare Daily Working Capital Report.
- Prepare Daily Sales Reports with the help of Extreme Billing Software.
- Prepare Daily Bank Reconciliation (Amer, DED, Medical, Emirates Id, Typing).
- Prepare Monthly Financial Reports & Process payroll (WPS).
- Maintain Digital Bank Balances (Amwal) & Nogodi).
 - SAP Financial Essential Training
- To record All Financial Transactions into the Tally Prime on a daily basis.
 - SAP Financial Essential Training
- Any Other Task Assigned by Higher Management.

Premier Group, Karachi, Pakistan

Working as "*Audit Officer*", July 2022 – Nov 2022

Responsibilities/Accomplishments:

- To Conduct Branch Audit with Team as per the Annual Audit Plan.

- To Review & Audit Petty cash expenses of the branches.
- To Review & Audit Salaries & Salaries Paid in Advance.
- To Verify Credit Bills.
- To Conduct overall Principles Claim Audit such as Abbott Laboratories, GSK plc, Mondelez International, etc.
- Any Other Task Assigned by Higher Management.

Talha & Co., Karachi, Pakistan Karachi, Pakistan

Working as “*Accounting Associate*”, June 2021 – Feb 2022

Responsibilities/Accomplishments:

- Proficiently analyzing accounting & financial data of clients. Recommending financial measures by evaluating accounting details and maintaining accounting controls against established standards
- Coordinate with the Commercial Team to develop a smooth Online payment process for one of our clients “**Retailo Technology**”. Conduct Training session for Islamabad and Karachi newly joins members.
- Actively building liaison with clients and discussing relevant matters in person at an appropriate level of responsibility; vigilantly performing administrative functions such as processing Commercial transactions and handling clients’ queries and organizing documents Resolving all payables-related issues with internal and external stakeholders.
- Ensuring timely completion and submission of key deliverables to clients maintaining strict deadlines; developing skills and knowledge through on-job-training opportunities and professional development under august supervision of seniors.
- Implemented end-to-end accounting cycle into Quick Books Online including sales, purchases, receivables, payables, inventories, expenses, and other financial transactions for (AHK Builders).
- To prepare daily Sales & Margin Reports in All Branches wise for one of our Clients (Pet Mania).
- Physically Visit warehouses and Conduct Audit Stock counts with the team for one of our clients (Retail Technology).

Umar Silk (Pvt) Limited, Karachi, Pakistan

“*Accountant*”, January 2016 – June 2021

Responsibilities/Accomplishments:

- Monitored daily financial status and timely reported to CEO. Approved payments, vouchers, and bank reconciliation statements. Prepared various financial reports for decision-making. Handled payroll and internal audits
- Timely resolved invoice issues. Adroitly managed accounts payable, receivable, and payroll accounts.
- Responsible for cash reconciliation on daily basis.

Achievements

- Successfully Created & implemented a smooth Inventory Payment Cycle at Retailo Technology
- Successfully implemented the accounting system at Umar Silk

PROFESSIONAL QUALIFICATION

- Khadim Ali Shah Bukhari Institute of Technology, Karachi, Pakistan
- MBA- Finance (2020 – 2022) – CGPA 3.2
- BBA- Hons (2016 – 2020) – CGPA 2.6
- Foundations in Accountancy (ACCA Global) Exempt

Address: Al Karama, near Al Fajar Complex, Dubai, UAE