



MUHAMMAD BILAL

Manager Accounts & Finance

CONTACT

915-Palace Tower
Dubai Silicon Oasis

+971-555961592

03215148830b@gmail.com

Visa Status

Own Visa

Skills

Payroll processing
Month-end reporting
Budget management
Account reconciliation
AP and AR management
Financial reporting
Invoicing
GL entry verification
Collections
Just In Time stock control

TECHNICAL

MS Word
MS Excel
MS Power Point
Quick Book
Tally
SAP

EDUCATION

B.Com – Accounting & Finance
University of the Punjab
Intermediate – General Science
B.I.S.E Multan
Matriculation (Science)
B.I.S.E Multan

SUMMARY

Dynamic Accounts & Finance Manager offering expertise in building partnerships, retaining key accounts and enhancing profit channels. Strong leader with proficiency in growing professional network, influencing decision-makers and devising successful strategies. Collaborative and strategic team leader with robust background in customer relationship management.

PROFESSIONAL EXPERIENCE

Accounts & Finance Manager:

AYYAN WA Hadi - Dubai
Mar 2023 – To Date

Responsibilities:

- Collaborating with purchasing department to reconcile vendor invoices and facilitate payments.
- Supervising accounting department operations.
- Managing payroll operations for team.
- Monitoring accounts payables and receivables to proactively spot and handle problems.
- Identifying and resolving administrative errors, recommending preventative action to improve data quality.
- Conducting reviews and evaluations for cost-reduction opportunities.

Chief Executive Officer

Alive Traders – Lahore, Pakistan
Jan 2021 -Dec 2022

Responsibilities:

- Established company, including strategic planning, market analysis, product development and regulatory compliance.
- Developed and implemented strategic plans informing future business expectations and direction.
- Developed and implemented strategic updates to operations to solve issues affecting efficiency, profitability and production.

LANGUAGES

English (Fluent)

Urdu (Native)

Punjabi (Conversational)

INTERESTS

Travelling

Book Reading

Exercise & Fitness

Manager Accounts & Finance

Vantage Technologies Islamabad, Pakistan

Jan 2005 - Dec 2020

Responsibilities:

- Collaborated with purchasing department to reconcile vendor invoices and facilitate payments.
- Co-ordinate with banks for LC payments.
- Supervised accounting department operations.
- Managed payroll operations for team.
- Provide financial reports and interpret financial information to managerial staff while recommending further courses of action.
- Analyze costs, pricing, variable contributions, sales results.
- Develop trends and projections for the firm's finances.
- Conduct reviews and evaluations for cost-reduction opportunities.
- Manage the preparation of the company's budget.
- Liaise with auditors to ensure appropriate monitoring of company finances is maintained.
- Correspond with various other departments, discussing company plans and agreeing on future paths to be taken.
- Supported analysis of balance sheets and income statements.
- Monitored accounts payables and receivables to proactively spot and handle problems.
- Identified and resolved administrative errors, recommending preventative action to improve data quality.
- Prepare and submitted General Sales tax Returns on monthly basis.
- Prepare and submitted Income tax Returns on yearly basis.
- Prepare monthly progress reports.
- To perform all functions and duties as are assigned or as delegated by functional committee.