






# MUHAMMAD AMER FAIZAN

## CONTACT

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## PERSONAL DOSSIER

- Date of Birth:** 01-11-1997
- Nationality:** Pakistani
- Languages:** English, Urdu & Punjabi

## PASSPORT & VISA DETAILS

- Passport No:** GD8918371
- Date of Issue:** 18-09-2019
- Date of Expiry:** 16-09-2024
- Visa Status:** Visit

## SKILLS

- Audit coordination**
- Business development** and planning
- General **ledger accounts**
- Client relations
- Database management**
- VAT treatments
- Payroll processing**
- Regulatory compliance
- Oracle Peoplesoft** excellence
- MS Office and InPage** expertise
- Accounting operations professional**
- Accounts Payable and Receivable (AP/AR)**
- Financial reporting and management
- Excellent **team player**
- Strong communication

## PROFESSIONAL QUALIFICATIONS

- Currently Enrolled in **Pakistan Institute of Public Finance Accountants (PIPFA) - Finalist**
- Completed **3 Months Diploma in Microsoft**
- Completed **3 Months Diploma in Hardware Management**
- Completed **3 Months Diploma in Computerized Accounting**

## PROFESSIONAL SUMMARY

**Accomplished and Energetic Account Officer with extensive experience of 4 years** in exceptional account management, **auditing, financial reporting** and management. **Action-orientated** Account Professional with excellent customer oversight, issue resolution and **relationship building** skills. Highly effective at maximizing repeat business opportunities. Offering expertise in **business budgeting**, planning, and engagement control for optimized financial outcomes. Adept at managing **diverse client** portfolio for timely achievement of high-**quality audits**.

## WORK HISTORY

**Account Officer** 10/2020 - 12/2021  
**Gull Gee** - Pakistan

- Monitored **outstanding invoices and bills processing in Oracle** and other company software, confirming and updating invoice approval status to meet payment cycle deadlines.
- Managed day to day transaction records**, prepared stock reports, party edging sheets, processed invoices and manual payments received per day, ensuring correct VAT treatments were applied.
- Solved customer challenges** by offering relevant products and services according to needs and requirements.
- Delivered **high level of service to clients** to both maintain and extend relationships for future business opportunities.
- Set and **monitored sales targets** and identified potential customers through networking and outreach.
- Documented sales, customer interactions and concerns to **generate updates for senior management**.

**Assistant Audit Officer** 11/2019 - 10/2020  
**Sadaqat Limited** - Pakistan

- Prepared detailed cash-book records** and reconciling bank statements, investigating anomalies for swift resolution.
- Managed statutory year-end accounts**, completing client audits with thorough appraisal and evaluation.
- Resolved discrepancies by **reviewing audit issues**, identifying and correcting variances with accuracy and efficiency.
- Prepared, maintained and distributed statistical, financial, **accounting, auditing and payroll reports** and tables.
- Maintained organizational efficiencies**, filing all documents and computer reports in Oracle and other company software.

**Accountant (2016-2018)**  
**Power Add** - Pakistan

- Prepared reports and presentations for executives with **excellent copywriting and data visualization**.
- Collaborated with auditors to **ensure full compliance** with governing bodies and limit regulatory risks.
- Filed tax returns** and prepared governmental reports in compliance with strict standards.
- Created periodic reports** comparing budgeted costs to actual costs.
- Reviewed accounting systems and procedures to identify areas for improvement and **designed automated workflows** to enhance processing times and productivity.

## EDUCATION

**Bachelor of Commerce or (B.Com)**, 2019  
**University of the Punjab** - Lahore, Pakistan