



Muhammad Rizwan Aslam

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Career Objective:

Eager to be exposed to diversified spheres of profession, where in I get opportunity to widen my horizons and contribute towards the healthy pursuit of excellence for the organization I serve.

Area of Expertise

Financial Reports	Inventory Control
Bookkeeping	Logistics & Distribution
GL Posting	Office Management
Computerized Invoicing	Internal Control
Petty Cash Management	Solution Oriented

Why Me ?

It is obvious that there are many other candidates which are better than me in many aspects but if your organization is looking for some sound minded, ethical & hard working person then I could be useful. I am ambitious, self motivated and have many professional & interpersonal skills to perform my duties in a smooth way. I always ready to meet challenging tasks, doing assignments on priority basis and have sound behavior to coordinate with my colleagues at work. The rest about of my work summary, experiences and skills are mentioned below:

Work Summary

Performs reconciliations, analysis and prepare journal entries, vouching & various reports for company's bank accounts and financial transactions. Handle inventory management, incoming shipments, import documentation and internal stock movement. Provides administrative & clerical support for company's internal & external matters by giving follow-ups & fulfilment of requirements by the concerned authorities.

Work Experience

Prestige Future Trading LLC (Dubai, UAE)

Accountant (December 2020 – Present)

Core Responsibilities:

- To oversee and journalize the company's financial transactions including banking, sales, purchases, expenses and inventory and ledgers through an automated software named Tally ERP.
- To prepare company's financial reports & analysis on monthly basis including profit & loss statements, bank reconciliations, import costings, accounts statements etc.,
- To maintain vendor accounts by posting each & every invoice in system and make arrangements to process their payments on agreed terms.
- To keep track of company's receivables including online orders payments, consignment agreements, cash & credit sales deposits on daily basis by updating reports in system & on spreadsheets.
- To process company payments after necessary approvals from the management for rentals, petty cash, payroll, payables, monthly utilities, vendors etc.,
- To perform stock taking & physical count at outlets on surprise visits or when required by the management and conclude the reports accordingly.
- To communicate with mall authorities regarding outlet related queries, lease agreements, rentals, marketing activities, maintenance tasks and any other required reports.
- To prepare reports & analysis to support sales activities including salesman achievement report product & date wise with respect to their monthly assigned targets.
- To involve in administrative activities related to staff visa follow-ups, documents filing, outlets & office maintenance tasks, issue staff schedules and adherence to local government rules & regulations.

<p><u>IT Skills</u></p> <ul style="list-style-type: none"> • MS-Office (Word, Excel, Power Point, Outlook) • Proficient in Windows Professional Server Family /XP/7/8/10 • Ten Years Professional Working Experience in Computerized Environment • Handling Experience of Accounting & Invoicing Systems Developed in ORACLE • Tally ERP <p><u>Education</u></p> <p>International Degree College of Commerce, Multan B. Com (Accounts/Finance/IT) 2010</p> <p>Board of Intermediate & Secondary Education, Multan Intermediate (Computer Science) 2007</p> <p>Board of Intermediate & Secondary Education, Multan Matriculation (Science) 2005</p> <p><u>Personal Information</u></p> <p>Father Name: Muhammad Aslam D.O.B: 8th February, 1989 Passport: WW1806712 Marital Status: Married Nationality: Pakistani Visa Status: Resident</p> <p><u>Interests & Hobbies</u></p> <p>Reading History & Religion Books, Watching News, Movies & Sports, Playing Snooker & Cricket</p> <p><u>Reference</u></p> <p>To be well furnished on demand</p>	<p>Al - Anoud Hyper Market (Taif, Saudi Arabia) Store Assistant (January 2017 – May 2020)</p> <p><u>Main Highlights:</u></p> <ul style="list-style-type: none"> • To assist Store Manager while performing daily basis tasks like stock counting, warehouse maintenance, locate damaged & expired products. • To receive goods & shipments in accordance with approved purchase orders from vendors and inspect each & every detail of incoming items like their description, quantity, quality & expiry • To record signed invoices in inventory system accurately & forward to respective department to proceed further. • To perform & implement inventory methods like LIFO & FIFO while transferring items to shelf in supermarket. • To compare weekly & monthly basis received items in accordance to required items by procurement department to trace out missing or delayed supplies. <p>Ruba Digital (Pvt) Limited (D. G. Khan, Pakistan) Branch Accountant (August 2015 – January 2017)</p> <p><u>Main Highlights:</u></p> <ul style="list-style-type: none"> • To supervise branch operations including oversee receipts, inventory management & branch administration. • To process customer invoices on cash & credit basis for which ledger is maintained accurately through posting without any delay. • Pre-verification of customer for every credit sale to proceed or where special approval is required by management. • To responsible for every stock & cash transaction, company documents and information data at branch and take corrective action to avoid any inconvenience. • To monitor and reconcile all expenses according to given budget and effectively control negative variances in petty cash management. <p>R. B. Avari Enterprises (Pvt) Limited (Multan, Pakistan) Office Manager – Accounts (January 2011 – May 2013)</p> <p><u>Main Highlights:</u></p> <ul style="list-style-type: none"> • To supervise branch administration, oversee receipts, storage retrieval, inventory management and timely dispatch of goods. • To assist General Manager by providing nationwide sales analysis along with graphic comparisons area wise, person wise to highlight where management support is required. • To maintain customer ledgers, posting invoices & receipts, inventory transactions, general branch accounting through company automated accounting software. <p>United Distributors Pakistan Limited (Karachi, Pakistan) Accounts Assistant (June 2009 – December 2010)</p> <p><u>Main Highlights:</u></p> <ul style="list-style-type: none"> • To perform office supervision tasks including office filing, postage handling, product sampling record, meet & greet incoming guests. • To prepare & compile national level sales & collection reports on daily basis for management and arrange events for company seminars, meetings & annual dealer conferences.
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