

MUHAMMAD FAHEEM

Professional Accountant | Financial Management Expert

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📍 Punjab, Pakistan

PROFESSIONAL SUMMARY

Detail-oriented and results-driven Accountant with 7+ years of experience in financial management, banking operations, and accounts reconciliation at MA Group.

Expertise in accounts receivable/payable, cash flow management, financial reporting, and compliance. Proficient in MS Office Suite, data entry, and financial record-keeping. Strong analytical skills with a track record of maintaining 100% accuracy in financial documentation. Seeking to leverage expertise in a dynamic accounting role to drive financial efficiency and organizational growth.

PROFESSIONAL EXPERIENCE

01/2021 – 06/2025
Sheikhupura, Pakistan

Senior Accountant

MA Distributors (PVT) LTD

- Prepare and review monthly, quarterly, and annual financial statements.
- Lead month-end and year-end closing processes.
- Supervise junior accountants and assist with training.
- Perform account reconciliations (bank, GL, intercompany).
- Coordinate with internal auditors for annual audits.
- Identify process improvements and implement best practices.
- Advanced Excel skills (pivot tables, VLOOKUP, macros).

08/2018 – 12/2020
Sheikhupura, Pakistan

Accountant

MA Distributors

- Managed all banking operations, including payments, receipts, and reconciliations, ensuring 100% accuracy.
- Maintained sales and receivables records, reducing discrepancies and improving financial transparency.
- Prepared daily cash receipt & payment summaries for real-time financial tracking.
- Liaised with banks for payable/receivable transactions, optimizing cash flow management.
- Ensured compliance with financial policies and procedures, minimizing audit risks.

07/2017 – 08/2018
Sheikhupura, Pakistan

Assistant Accountant

Baloch Usman Traders

- Utilized MS Excel, Word, and Google Sheets for efficient data processing and documentation.
- Ensured high accuracy in data entry, reducing errors by cross-verification techniques.
- Managed confidential financial data in compliance with privacy regulations.
- Improved workflow efficiency through time management and multitasking.

CERTIFICATIONS & TRAINING

- MS Office Suite (Word, Excel, PowerPoint)
- In Page, CorelDraw, Graphic Designing
- Windows Installation & Internet Operations

CORE COMPETENCIES

Financial Management

Accounts Payable/Receivable, Bank Reconciliation, Cash Flow Analysis

Banking Operations

Payment Processing, Receipt Management, Bank Liaison

Soft Skills

Attention to Detail, Time Management, Multitasking, Team Collaboration

Financial Reporting

Daily Summaries, Ledger Maintenance, Compliance Auditing

Data Management

MS Excel, Google Sheets, Database Management, Financial Record-Keeping

Advance Excel

Data Analysis & Reporting
Automation & Efficiency
Financial & Business Applications

EDUCATION

2019	Bachelor of Commerce (B. Com) <i>Allama Iqbal Open University Islamabad</i>
2016	F.SC (Intermediate) <i>Board of Intermediate and Secondary Education, Lahore</i>
2014	Matriculation <i>Board of Intermediate and Secondary Education, Lahore</i>

ADDITIONAL DETAILS

Father's Name Abdul Raheem	Date of Birth 04-02-1999	Marital Status Single
CNIC 35404-6079852-5	Religion Islam	

Languages

English Professional	Urdu Fluent
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