



MUHAMMAD ARSLAN

Accounts & Finance and HR

ACCA

MULTAN 60000

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[0304-5384657](tel:0304-5384657)

Professional Accountant

A result-oriented professional with a strong commitment to excellence in the field of accountancy, audit, and finance. Excels in staff training and mentoring; works well independently or as a part of a team and can work under pressure with efficiency and effectiveness. With key strengths:

Initiative and creativity

Work to deadlines

Hard-working

Integrating information technology with financial and accounting systems #readytowork

Willing to relocate: Anywhere



WORK EXPERIENCE

Internal Auditor

Faisal Movers-Multan

March 2020 to present

- Achieved and prepared Risk Based Internal Audit (RBIA) Plan for 2017, 2018, and 2019.
- Processed understanding for all critical processes in scope and identify risks associated with the procedures for 20 departments.
- Analyzed the bank's operations and financials, identified gaps in the processes, and provided recommendations for improving internal controls. Processed walkthroughs with bank document key control to mitigate the risks associated with the procedures.
- Undertook test for controls documented along with detailed testing of the rules as per guidelines.
- Gap trackers for improvement opportunities were identified for the bank and submitted to the board of directors for discussion.
- KPI, Internal Controls, Regulatory Compliances, and recommendations presented to the Board of Directors in the findings report.
- Undertook financial audits for various strategic projects and verified financial transactions, evidence, and other required resources for completing the audit.
- Follow up procedures for internal audits were introduced.

Assistant Branch Manager

JUBILEE LIFE INSURANCE - MULTAN

September 2019 to March 2020

- Actively seeking and acquiring new clients
- Interview prospective clients to get data about their financial resources and discuss existing coverage
- Explain the features of various policies
- Analyze clients' current insurance policies and suggest additions or changes
- Customize insurance programs to suit individual clients
- Handling Cash and cross cheque

Senior Accounts Officer

HN GROUP - MULTAN

August 2016 to March 2019

- Verify, allocate, post, and reconcile accounts payable and receivable
- Produce error-free accounting reports and present their results
- Analyze financial information and summarize financial status
- Spot errors and suggest ways to improve efficiency and spending
- Provide technical support and advice on Management accountant
- Review and recommend modifications to accounting systems and procedures
- Manage accounting assistants and bookkeepers
- Participate in financial standards setting and in the forecast process
- Provide input into the department's goal-setting process
- Prepare financial statements and produce budget according to schedule
- Assist with tax audits and tax returns
- Direct internal and external audits to ensure compliance
- Plan, assign, and review staff's work
- Support month-end and close year-end process
- Develop and document business processes and accounting policies to maintain and strengthen internal controls
- Ensure compliance with GAAP principles
- Liaise with our Financial manager and Accounting manager to improve financial procedures

HR Supervisor

Hashim Khan Refractory (HKR) - KARACHI

February 2015 to January 2016

- Conducting interviews, recruiting, and vetting new staff.
- Arranging training sessions with all new hires and refresher workshops for existing employees.
- Assisting managers with staff requirements.
- Identifying and addressing employee requirements regarding performance issues, training, and career growth.
- Performing various administrative tasks and accurately processing paperwork.
- Counselling staff on HR policies, practices, and procedures

Client Relationship Executive

OCS COURIERS SERVICE WORLDWIDE - MULTAN

February 2015 to March 2015

- Building and maintaining relationships with clients and key personnel within customer companies.
- Conducting business reviews to ensure clients are satisfied with their products and services.
- Alerting the sales team to opportunities for further sales within key clients.
- Letting customers know about other products the company offers.
- Attending meetings with clients to build relationships with existing accounts.
- Achieving client relationship targets and KPI's as set by the Head of Sales.
- Working closely with Account Managers and Sales Consultants.
- Escalating and resolving areas of concern as raised by clients. , Carrying out client satisfaction surveys and reviews.

EDUCATION

Master's in Association of Chartered Certified Accountants

ACCA global professional body - MULTAN (ONLINE)
2018 to Present

Bachelor's in ADP (Accounting & Finance)

Institute of Southern Punjab - MULTAN
2016 to 2018

Intermediate in ARTS

GOVT EMERSON COLLEGE FOR BOYS BOSAN ROAD MULTAN - MULTAN
2012 to 2014

High School in SCIENCE

GOVT ISLAMIA HIGH SCHOOL DOLAT GATE FOR BOYS - MULTAN
2010 to 2012

SKILLS

- EXCEL (5 years)
- MS OFFICE (5 years)
- WORD (3 years)
- ORACLE DATABASE (3 years)
- □ BTS (Database) (Less than one year)



AWARDS

EMPLOYEE OF THE MONTH

March 2019



CERTIFICATIONS AND LICENSES

ACCA Foundation Diploma (AFD)

2017 to Present
Skans Schools of Accountancy

Microsoft Certificate

2016 to Present
PSDC Multan

F & B Captain Level II

2014 to Present
Institute of Tourism & Hotel Management Multan (TDCP)

Audit and technology – enabling exploring, evolving

December 2019 to Present

Association of Chartered Certified Accountants

Reporting on climate change

December 2019 to Present

Association of Chartered Certified Accountants

the powerhouse of the future profession

December 2019 to Present

Association of Chartered Certified Accountants

international relations finance

December 2019 to Present

London School of Business & Finance

Management Accounting

March 2019 to Present

London School of Business & Finance

Professional Business Management

2016 to Present

DTCP Multan

Accounting Principles

January 2020

International Business Management institute Berlin Germany

The Fundamentals of Digital Marketing

April 2020

Google Digital Garage

ADDITIONAL INFORMATION

Languages

- Urdu English Punjabi

Hobbies

- Cooking
- Music
- Reading Books
- Historical & Deductive Novels
- Jogging

