

Muhammad Fahad Zia

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Education

Master of Commerce
(Business Management)

Riphah International University Islamabad, Pakistan
October 2019 – September 2021

Associate Degree in Commerce
Bachelor

University of Central Punjab Lahore, Pakistan
October 2017 - September 2019

Career Summary

Experienced accountant with more than five years in admin, accounting, bookkeeping, internal auditing, and control system designing. I have strong analytical skills and attention to detail that helps managing complex financial reports.

Professional Experience

Faqeesh jewelry, United Arab Emirates.

A Retail Brand of Jewelry and Precious metals operational branches in throughout the UAE & Saudi Arabia.

Accountant cum admin Officer.

November 2023 – March 2025

- Account Management: Managed accounts payable, receivable, account statements and bookkeeping for smooth financial operations.
- Account statements Reconciliations: Performed reconciliations of account statements of debtors & creditors to ensure accuracy and consistency in financial records.
- Bank Statement Reconciliation: Reconciled bank statements on daily and monthly basis to ensure alignment with company records and resolve discrepancies.
- Corporate Documentation: Maintained comprehensive Supplier and Buyer Schedules while meticulously managing corporate documents.
- Managing stock reports: Managing stock report and update inventory as per ERP software by Checking and doing inventory through RFID scanning system.
- Prepared monthly/annual accounts, ensured accurate financial records, and handled day-to-day financial tasks (revenue, payments).
- Tax Compliance: Assisted in reconciling company books with filed Sales Tax Returns (VAT).
- System Management: Managed the SunTec ERP system to ensure data accuracy, proper functionality, and alignment with business needs, including accounts payable, receivable, and inventory tracking.

Bakertilly Mehmood Idrees Qamar Chartered Accountants, Pakistan

A network firm of Bakertilly providing Audit, Tax, Accountancy and Financial advisory services.

Accounts cum admin Officer

October 2021 – September 2023

- Managing stock reports: Managing stock report and updated sheets of different manufacturing and trading companies stock taking.
- Prepared monthly and annual accounts in adherence to Generally Accepted Accounting Principles (GAAP) or specific client financial reporting standards and managing day to day tasks financial functions, encompassing accounting, revenue collection, bank payments, and cash management.
- Tax Compliance: Assisted in reconciling company books with filed Sales Tax Returns (VAT).
- Software Implementation: Successfully implemented ERP and Oracle-based accounting software to streamline transaction recording for clients.
- Account Management: Effectively managed daily accounting and bookkeeping functions, including accounts payable, accounts receivable, and general ledger maintenance.

Zahid Ali Faisal & Co.

Chartered Accountants firm having its branches across Pakistan.

Audit & Account Trainee

April 2021 – September 2021

- System Design and Implementation: Assisted in designing and implementing internal controls at clients to improve efficiency and effectiveness.
- Internal Audit: Conducted regular audits and reviews to maintain data accuracy and identify potential vulnerabilities, ensuring compliance with industry best practices.
- Generating and storing invoices: Processed, verified and reconciled invoices with meticulous eye for detail.
- Managed time strategically to priorities urgent tasks.

Simply the great food (Pvt.) Ltd.

Honey and food preserve company having its operation across Pakistan and UAE.

Accounts & Management Internship

January 2021 – March 2021

- Reviewed rolls and functions of all departments of the company.
- inspected company records being maintained in accounts, tax, operations, supply chain and human resources departments. Promoted new ways of working and helped facilitate change across all company levels.

Skynet worldwide Express.

A logistic company having its operation in Pakistan and all over the world.

Assistant Operation Manager.

August 2019 – December 2020

- Assisted with smooth movement of goods and services from company to customers and develop rules & guidelines.
- Used ERP to create manifesting reports of good and implement weekly schedules for staff.

Additional

- Technical: Accounting, Auditing, Taxation, Admin, Operations, Supply Chain,
- Applications: Microsoft Office, ERP, SAP, Zoho Books, Oracle, Tally, QuickBooks, SunTec.
- Language: English, Arabic, Urdu, Hindi