

Muhammad Bilal Aslam



aslambilal47@gmail.com




+923457942875

Professional Accounts & Finance Associates:

Analytical, organized and detail-oriented accountant with professional expertise and experience in the full spectrum of public accounting. Collaborative team player with ownership mentality and a track record of delivering the highest quality strategic solutions to resolve challenges, propel business growth.

PROFESSIONAL EXPERIENCE

Sr. Finance Officer

- | | | | |
|-----------------------|---|--|---|
| ✓ Organization | : | Punjab Beverages Private Ltd (Bottler of Pepsi co) |  |
| ✓ Organization Type | : | Manufacturing of Beverages | |
| ✓ Location | : | Punjab, Faisalabad, Pakistan | |
| ✓ Tenure | : | July,2017 To Date | |
| ✓ Areas of Experience | : | Accounts Management, Receivables and Payables, Sale Support &Control | |

Responsibilities:

- Preparing invoices and processing payments.
- Update accounts receivable and issue invoices.
- Update accounts payable and perform reconciliations.
- Communications with customers Regarding Due/overdue Balances posting & checking of Bank Receipts.
- Preparation and posting the Provision for Accounts Receivable/Payable Expenses Like Incentives, Discounts and selling Expenses.
- Support with transactional processing across sales, purchase, credit control and monthly expenses report.
- Monitor and follow up Accounts receivable in order to ensure timely collection of funds from Customers.
- Record fixed asset acquisitions and disposals in accounting systems and preparing various reports related with fixed assets.
- Performing risk assessment on key business activities and using this information to develop Internal control targets. And performing internal control activities in order to minimize the financial risks to the organization.
- Reconciliation of Bank Statement at the end of month.
- Support with Market visits, Customer complaints, Inspection of sales & distribution, Assets verification, Stocks inspection, Expire verifications, temporary credit control verifications.
- Post journal entries to ensure all business transactions are recorded.
- Maintaining and updating financial records and reports.
- Calculation of average collection period to check the eligibility of commission payable to dealers.
- Managing accounts payable and receivable.
- Assisting with budget preparation and financial forecasting.
- Preparing relevant financial statements on a monthly, quarterly, and annual basis.
- Coordinating with internal teams and external vendors.
- Managing office supplies and equipment.
- Verification and Posting of Package Discount & Advance discounts with monthly targeted sales of every distribution.
- Reconciliation of Distributors and prepared the balance reconciliation certificate of every distributor time to time.
- Preparation of aging report on daily basis.
- Booking of advance Tax challan under section of 153(a).
- Checking and posting Adjustment Vouchers.
- Checking of Daily cash position for posting of bank receipt, Cash Receipt and DD/PO.

Assistant Accountant

- ✓ Organization : **SITARA CHEMICAL INDUSTRIES Ltd.**
- ✓ Organization Type : Manufacturing of Chemicals
- ✓ Location : Faisalabad, Pakistan
- ✓ Tenure : 25-07-2012 to 20-08-2017
- ✓ Areas of Experience : Account Receivables & Accounts Payables



www.sitara.com.pk

Responsibilities:

- Verification & posting of dispatch validation (Daily Sale) in (SAP) report on daily basis.
- Calculation of average collection period to check the eligibility of commission payable to dealers.
- Preparation of Debit/Credit Notes, rebate voucher & Bank voucher for payment of Commission on Liquid, Flakes & all Specialty products.
- Preparing and posting monthly provisions for Commission, Export, and Freight expense.
- Prepared daily sales summary to compare with budgeted figures to find out the variances, (Sales variance, and due, overdue).
- Adjustment and reconciliation of Withholding Tax deducted at source against payment of the supply made by Customers/Institutions.
- Adjustment of 20% Sales tax withholding certificates.
- Deals in Finance related issues of Agri division of Scil, independently i.e. Collection posting, Invoice posting & release of orders.
- Deals to prepare & verify the Freight bills of all transporters with respect to their territory wise approval.
- Preparation Daily Bank position to check the liquidity.
- Excellent in bank reconciliation and as well to resolve the issue on urgent basis. Customer's reconciliations.
- Verification of Sale & Purchase Invoices & Posting
- Verification of salaries & wages payables & posting into ERP.
- Manage petty cash, banking operations & reconciliation of Bank Statement
- Coordinate with the internal and external auditor for smooth run of the audit
- Arrange all allied documents for audit & record keeping.
- Verification Adjustment & General Voucher.
- Stock Taking at the End of Month
- Sale Invoice Recheck with Weighbridge Report
- Maintain customers and vendor's ledger.
- Moreover, other General Entries, etc.

Finance Assistant

- ✓ Organization : **SITARA CHEMICAL INDUSTRIES Ltd.**
- ✓ Organization Type : Manufacturing of Chemicals
- ✓ Location : Faisalabad, Pakistan
- ✓ Tenure : 25-08-2011 to 24-07-2012
- ✓ Areas of Experience : Finance and Accounts



www.sitara.com.pk

Responsibilities:

- Posting daily basis collection from customers & from zonal offices via Banks.
- Monitor and follow-up on receivables that have been outstanding.
- Negotiation of exchange rate with banks in connection with import and export payments.
- Discuss the matter of collection (Dealer and Customer) with marketing department.
- Verifying the customer ageing with respect to its order.

- Reconciliation with Bank Statement, customers and dealers.
- Implementation of Sales Policy & Invoicing to customers & Recheck with Sale Returns.
- Coordinate with the internal and external auditor for smooth run of the audit.
- Arrange all allied documents for audit & record keeping.
- Checking and Verification of the daily sales of the company.
- Prepare contractor freight bills & prepare liability and bank vouchers.
- Payments to vendors & commission to dealers for sale via banks.
- Maintain customers and vendor's ledger.
- Stock evaluation for bank mortgage requirement.
- Moreover, posting other miscellaneous General entries.

SKILLS & TOLLS

- Accounting, Finance, Financial Analysis, Accounts Receivable, Microsoft Office, Commerce, Microsoft Excel, Computer Skills, ERP, SAP, Accounts Payables, Computer Skills, Tax.
- Well versed with ERP financial environment **SAP (Siemens)**.
- Well versed with ERP **Oracle**.
- Well versed with MS Office Excel.
- KNIME Software.
- Power BI.

QUALIFICATION

- ✓ **B.Com -2009**
University of the Punjab Lahore Pakistan
<http://www.pu.edu.pk/>
- ✓ **I.Com- 2007**
Board of intermediate & Secondary Education Faisalabad
<http://www.bisefsd.edu.pk/>
- ✓ **Matriculation-2005**
Board of intermediate & Secondary Education Faisalabad
<http://www.bisefsd.edu.pk/>

PERSONAL INFORMATION

- ✓ Date of Birth : 02-02-1990
- ✓ CNIC No. : 33301-8986880-9
- ✓ **Passport No.** : **CP18088011**
- ✓ Marital Status : Married
- ✓ Address : Shahkot District Faisalabad Punjab Pakistan