

Muhammad Abubakar

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PROFESSIONAL SUMMARY

- Detail-oriented and proactive finance professional with hands-on experience in accounts payable, fixed asset management, tax computation, and financial reporting. Skilled in month-end closing, reconciliations, and processing of invoices and expense claims. Proficient in Oracle Financials and MS Excel, with a strong ability to adapt, learn quickly, and contribute effectively in fast-paced environments.

EDUCATIONAL BACKGROUND

FUUAST Islamabad
BBA (Hon's)
Accounting & Finance
2017-2022

City Collage Rwp
ICS
Computer, Physics, Math
2015-2017

City School
Matric
Computer Science
2013-2015

SOFT SKILLS

- Project Management.
- Writing Expertise.
- Highly adaptable, mobile, positive, resilient, patient & risk-taker.
- Quick learner.

PROFESSIONAL EXPERIENCE

Senior Officer Finance Khuhshali Microfinance Bank

Feb 24 - Present

Key Responsibilities

- Managing the end-to-end fixed assets process, including additions, disposals, transfers, and depreciation.
- Monthly share holder reporting
- Performing monthly reconciliation of fixed assets ledger and sub-ledger
- Ensuring timely and accurate month-end closing for fixed assets
- Processing invoices and bills related to asset procurement and general expenses.

Assistant Accountant (payables)

Prime HR (Assigned to Khushhali Bank)

Sep 2022 - May 23

Key Responsibilities:

- Payment processing and compiling.
- Compiling Invoices for tax computation for FBR, PRA, SRB & BRA.
- Processing TADA & Employees Expense Claim Settlements.
- Posting JV's and any other tasksgiven by the management.

Assistant Accountant jadeed group of companies

May 2023 - Feb 2024

- Help prepare invoice and expense reports.
- Check financial documents and journal entries for accuracy
- Bank Reconciliation Statements.
- File documents.

Accounts Intern Pakistan Civil Aviation Authority

June 2021 - Aug 2021

- Arranging, compiling invoices, Vouchers & Supporting Documents
- Invoice Data entry in Oracle.
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TECHNICAL SKILLS

Good hands on Oracle Financial.

Good Command on MS Excel, Word &
power point.Data interpretation.

Financial Reporting.