



Muhammad Awais

Finance Executive

Contact

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📍 PAF Complex Sector E-9
Islamabad, Pakistan

Skill

- Experienced in Revenue Accounting
- Proficient in QuickBooks (Online & Desktop), Xero, and Sidat Hyder Financial accounting software
- Skilled in Bank Reconciliation, Record Keeping, Aging Analysis, Account Receivable & Financial Analysis
- Strong command of Microsoft Excel and MS Office Suite
- Excellent interpersonal and communication skills
- Strong ability to collaborate in team environments

Education Background

Bachelor In Accounting And Finance

Internatioanl Islamic University
Islamabad
CGPA 3.6
Febuary 2019- January 2023

CMA (In Progress)

Institute of Cost and Management
Accountant of Pakistan Managerial
Level 2 May 2023 - Present

Educational Project

December 2019 **Financial Analysis Projects
"Mari Petroleum Company
Limited"**
Analyze the financial
statement of Mari Petroleum
Company Limited by using all
financial ratio.

Objective

Ambitious accounting professional with 3+ years of proven experience in accounts and finance. Seeking a position in a reputable organization where I can contribute my expertise to support organizational growth and efficiency.

Professional Experience

Finance Executive - Revenue Assurance

Serene Air (Pvt.) Limited

April 2024 – Present

Key responsibilities:

- Ensuring comprehensive revenue oversight across all income streams.
- Coordinating with customer service and all branch team to manage refunds and sales transactions.
- Performed Revenue Reconciliation (Agent, Bank & Cash)
- Preparation of MTD Sale Report (Month to Date)
- Prepared and managed monthly invoicing, Monitor aging reports and ensure timely follow-up on outstanding liabilities.
- Posting of Financial Data related to Sales in Sidat Hyder.
- Conducted Fortnightly Agents Sales Analysis & Commission calculation
- Coordinated with various departments to collect necessary information and resolve financial queries.

Accountant | OPTIMA Business Consulting

Oct 2021 – Mar 2024

Key responsibilities:

- Developing Excel-based Sales, Purchase, & Inventory Management System
- Financial Analysis: Sales (Brand-wise, Product-wise, State-wise), Ratios Analysis
- Receivables and Payables Management
- Assisting in Budget Preparation and Forecasting
- Client Account Setup, Maintenance, and Bookkeeping using QBO and XERO
- Accounts Reconciliation and month end closing
- Communicating effectively with clients and ensuring timely completion of assigned tasks.
- Point of Sale Software and Petty Cash Management

Social & Co-Curricular activities

Cycling, Hiking, Badminton

Languages

- English
- Urdu

Reference

Will be furnished upon demand.

Certification

June 2021-Dec 2021	Computerized Accounting (QuickBooks, Excel)
September 2023	Workshop on Mastering Microsoft Power BI
March 2024	Workshop on Advance Excel