

Muhammad Zain

stallionx57@gmail.com ❖ +92 311 5560499 ❖ Ghaziabad, Rawalpindi, Pakistan

WORK EXPERIENCE

Al Ghazi Travel & Tourism L.C.C (Dubai Based)

Sept. 2023 – Present

ACCOUNT OFFICER

- Prepared **daily airlines balance sheets**, ensuring accurate financial tracking across all airline transactions.
- Managed **airlines and agent top-ups**, maintaining timely fund allocations to support seamless operations.
- Performed **daily reconciliation of LCC airlines and BSP** (Billing and Settlement Plan) to ensure financial accuracy and resolve discrepancies.
- Carried out **fortnightly reconciliation of LCC and BSP**, supporting financial reporting and audit readiness.
- Handled **ageing and matching of accounts for both customers and suppliers** to maintain healthy cash flow and resolve overdue balances.
- Processed vouchers for both cash and bank transactions, ensuring compliance with internal financial procedures.
- Monitored and updated **E-Channel DSR and NAQODI DSR**, contributing to accurate digital sales reporting.
- Managed accounts receivables and payables, including invoice processing, payment follow-up, and ledger updates.
- Processed and recorded **BSP payments**, ensuring compliance with airline industry standards.
- Handled financial operations related to **PIA PSA**, maintaining up-to-date and compliant records with Pakistan International Airlines.

Flair Pvt Ltd

Aug. 2022 – Aug. 2023

ACCOUNT ASSISTANT

- Performed accurate and timely data entry of financial and transactional information into accounting systems.
- Conducted daily reconciliation of accounts to ensure accuracy and resolve discrepancies.
- Prepared and processed vouchers for payments, reimbursements, and other accounting activities.
- Carried out matching of invoices, purchase orders, and payment records to maintain financial integrity.
- Managed petty cash transactions, including disbursements, tracking, and periodic reconciliation.
- Handled accounts payable processes, including invoice verification, payment processing, and vendor communication.
- Executed bank transactions such as deposits, withdrawals, transfers, and bank statement reconciliation.

EDUCATION

National University of Modern Languages

2018 – 2022

Master's in Business Administration - Finance

3.53/4.0 CGPA

Askaria College, Rawalpindi Cantt

2014 – 2016

Bachelor's in Commerce (Punjab University)

Passed with a Second Division

INTERESTS & LANGUAGES

- **Interests:** Cricket; Music; Football
- **Languages:** Urdu; Punjabi; English

REFERENCE

Mansoor Ali – Country Finance Manager

Al Ghazi Travel & Tourism L.L.C

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