

# MUHAMMAD QAISAR

P # 1126 Johar Colony FSD, Pakistan | (+92) 304-6435575 | Muhammadqaisar108@gmail.com |

Analytical, organized and detail-oriented accountant with GAAP 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 and propel business growth.

---

## EDUCATION

- **B.sc (Mathematics) | GC University Faisalabad | 2021**
  - **Intermediate | AIOU Faisalabad | 2018**
  - **Matric | BISE Faisalabad | 2015**
- 

## EXPERIENCE

### Accountant | Dar-e-Arqam School

2022 – Present

- Handling invoices and payments to vendors. Managing tuition fees and other income sources. Following up on overdue accounts.
- Preparing monthly, quarterly, and annual financial reports. Ensuring all financial reports are accurate and submitted on time. Managing and reporting on grants and other funding sources.
- Meticulously maintained HR databases, updating records, and ensuring compliance with data protection regulations.

### Junior Data Analyst | Saver Enterprises (Pvt)

2021 – Present (Part Time)

- Analyzed MOM Sales comparison, Vehicle Freight, and customer surveys data, identified an increasing demand and Dealer Expenses.
- Developed monthly reports, Vehicle Freight, comparison of all reports and area wise zone wise reports.
- Managed end-to-end processes for expense tracking and reporting, ensuring compliance with budgetary constraints and organizational policies.

### Lab Assistant | GITT Collage FSD

2020 – 2022

- Regularly inspecting and maintaining laboratory equipment to ensure it is in good working condition.
  - Operating and maintaining testing equipment and instruments. Recording and analyzing test results accurately.
  - Maintaining accurate records of test results, equipment usage, maintenance, and inventory.
- 

## SKILLS

- Team Working and interpersonal skills
- Reporting Tools(Excel, Power BI, etc.)
- Business Intelligence
- Communication
- Data Mining & Modeling
- Creativity