

MUHAMMAD SHOAIB ISRAR

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CAREER OBJECTIVES

As a seasoned Accounts Executive, my primary career objective is to leverage my extensive expertise in financial management, accounting, and analysis to contribute to the achievement of organizational financial goals, I am dedicated to ensuring the highest standards of accuracy, compliance, and efficiency in financial reporting processes. By applying my skills and experience, I aim to enhance the company's financial operations, drive strategic growth, and support overall profitability. My goal is to be a pivotal part of a team that not only meets but exceeds its financial objectives through meticulous management and insightful financial analysis.

EDUCATION CREDENTIALS

Master's In Commerce (2021-2023)

(Virtual University)

Bachelor's In Commerce (2016-2018)

(University of Punjab)

PROFESSIONAL EXPERIENCE SUMMARY

Executive Accounts

Company: WEJ SHOES (2024 – Present)

Key Responsibilities:

- Process customer payments (online banking, IBFT, cheques) and verify invoices against expenses.
- Oversee accounts payable and receivable, ensuring timely bill/invoice payments.
- Record and reconcile payments in financial software (e.g., QuickBooks, Odoo).
- Track organizational expenses using approval sheets and payment vouchers.
- Implement process improvements to streamline financial workflows and reduce errors.
- Maintain accurate and up-to-date accounts receivable/payable records and customer payment data.
- Reconcile receivables ledger in accounting software (Odoo, ERP) to ensure accuracy.
- Prepare and analyze aging reports, tracking outstanding receivables and cash flow forecasts.
- Match bank deposits with receivable entries, correcting discrepancies as needed.
- Assist in month-end/year-end closing by reconciling AR/AP accounts.

Officer Accounts

Company: WEJ SHOES (2022 – 2024)

Key Responsibilities:

- Managed financial records, including sales, expenses, and petty cash.
- Ensured accurate and timely processing of bills, invoices, and vendor payments.
- Prepared detailed financial reports for management and external audits.
- Performed biannual reconciliation of customer ledgers and maintained ledger records.
- Reconciled bank statements and financial accounts to ensure accuracy.
- Assisted in budget preparation and variance analysis to support financial planning.
- Trained junior staff on accounting procedures and software usage.

Cashier

Company: WEJ SHOES (2021 – 2022)

Key Responsibilities:

- Balanced cash registers daily and maintained vendor Goods Receipt Notes (GRNs).
- Processed deposits/withdrawals and resolved discrepancies.
- Managed petty cash and recorded daily expenses accurately.
- Prepared daily Cash Inflow/Outflow Reports and reconciled transactions.
- Ensured confidentiality and security of financial data.
- Identified and rectified cash discrepancies, reducing errors by 15%.
- Provided exceptional customer service during financial transactions, improving client satisfaction.

Finance Executive (Part-Time)

Company: Amina & Essa Enterprises

Employment Type: Part-Time (Mar 2025– Apr 2025)

Key Responsibilities:

- Maintain accurate financial records and ensure compliance with accounting standards.
- Process customer payments (online banking, IBFT, cheques) and verify invoice accuracy.
- Reconcile bank statements and financial accounts regularly.
- Manage accounts payable/receivable, ensuring timely bill/vendor payments.
- Track expenses using payment vouchers and approval sheets.
- Prepare monthly financial reports (P&L & cash flow).
- Record transactions in accounting software (e.g., QuickBooks).
- Maintain audit-ready documentation and ensure compliance.

Accountant

Company: Lucky Light House (2019 – 2021)

Key Responsibilities:

- Managed accounts payable/receivable and maintained banking records.
- Reconciled accounts and conducted monthly inventory audits.
- Posted GRNs and sales invoices into accounting software.
- Processed payroll and maintained staff attendance records.
- Developed a standardized filing system for financial documents, improving retrieval efficiency.
- Assisted in tax preparation and filing, ensuring timely submissions.

KEY SKILLS & PROFICIENCIES

- **Financial Reporting & Reconciliation** | Accounts Payable/Receivable
- **Cash Flow Management** | Payroll Processing
- **Accounting Software:** QuickBooks, Odoo ERP, ERP Systems | **POS Software**
- **Advanced Excel:** (Pivot Tables, VLOOKUP, Financial Modeling) | Data Accuracy
- **Inventory Auditing** | Compliance & Record-Keeping

PERSONAL INFORMATION

Father Name : Muhammad Israr

CNIC : 35202-7335538-1

Date of Birth : Aug 15, 1999

Domicile : Lahore

Religion : Islam

Marital Status : Single

REFERENCE

Will be provided on demand.