



# Muhammad Asim

## CONTACT

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## EDUCATION

- 2019  
**M.Com**  
University of Agriculture Faisalabad,  
Pakistan, Faisalabad

- Financial Accounting
- Financial Management
- Portfolio Management
- Corporate Finance
- Strategic Management
- International Finance

## PROFESSIONAL SUMMARY

Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals.

## EXPERIENCE

### Accounts Payable Manager 2024 - 2025

Alif Holdings Pvt Ltd, Pakistan, Lahore

- Partnered with the finance team to complete month-end accruals and account reconciliations.
- Collaborated with other departments to resolve billing issues promptly and maintain accurate financial records.
- Managed accurate and timely processing of invoices per month.
- Enhanced financial accuracy by implementing effective accounts payable processes and controls.
- Developed reports for senior management to outline expenditures, vendor spending, and forecasting.
- Checked payroll, vendor payments, commissions and other accounting disbursements for accuracy and compliance.

### Senior Accountant 2019 - 2024

Al Jalil Developers, Pakistan, Lahore

- Prepared monthly journal entries and reconciliations.
- Reconciled accounts and created documents for monthly closure procedures.
- Updated general ledger with latest entries.
- Completed year-end closing processes with controllers and external auditors.
- Improved cash flow management by implementing stricter credit policies.
- Reduced errors in financial statements through stringent review procedures and regular reconciliation of accounts.
- Contributed to hiring, training and development of accounting teams.
- Conducted monthly reconciliations for all bank accounts to ensure financial integrity.
- Maintained integrity of general ledger and chart of accounts.
- Tracked funds, prepared deposits, and reconciled accounts.
- Prepared working papers, reports, and supporting documentation for audit findings.

- 2015

## B.Com

University of the Punjab, Pakistan,  
Lahore

- Advanced Financial Accounting
- Auditing
- Business Law
- Economics

## ♥ HOBBIES

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- Reading
- Traveling
- Photography
- Bike riding

## 🗨 LANGUAGES

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- English
- Urdu

- Documented cash, credit, fixed assets, accrued expenses, and line of credit transactions.
- Handled day-to-day accounting processes to drive financial accuracy.

### Accounts Officer

2017 - 2019

Citi Housing Pvt Ltd, Pakistan, Faisalabad

- Posted customer payments by recording cash and check transactions.
- Developed customized reports for management review, offering insights into accounts receivable performance trends.
- Ensured timely invoicing by creating and issuing invoices to customers promptly after service delivery.
- Streamlined accounts receivable processes, resulting in increased efficiency and reduced errors.
- Enhanced cash flow by diligently managing accounts receivable and maintaining accurate records.
- Reconciled customer accounts regularly, identifying discrepancies and resolving them quickly.
- Collaborated with other departments to resolve any billing disputes or issues, resulting in improved interdepartmental communication.
- Ensured accurate expense allocation with diligent review of invoices for proper general ledger coding.
- Created, balanced and maintained prepaid, fixed assets.
- Balanced accounts associated with accounts payable process.
- Reduced processing errors, implementing rigorous double-check system for all outgoing payments.
- Maintained up-to-date vendor files and payment records, ensuring audit compliance.
- Optimized cash flow management by scheduling payments based on priority and cash availability.

## ★ SKILLS

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Communication



Teamwork



Adaptability



Problem-solving



## INTERNSHIPS

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**Junior Accountant**

2015 - 2016

Beryar Real Estate & Builders, Pakistan, Faisalabad

- Managed accounts payable and receivable processes, ensuring timely payments and accurate reporting.
- Negotiated favorable contracts with vendors, resulting in cost savings across multiple properties.
- Reconciled accounts and reviewed expense data, net worth, and assets.
- Gathered financial information, prepared documents, and closed books.

## COURSES

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**Pearson Test of English**

2023

JnS Education Lahore

## SOFTWARE

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Oracle

ERP (EZ Corporate)

ERP (Oddo)