

MUHAMMAD FAYAZ KHAN

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Musaffah Abu Dhabi United Arab Emirates.



Experienced Accounting professional with superior attention to detail and highly ethical nature.

Driven accounting professional with established knowledge of accounting principles to execute in-depth financial audits and deliver comprehensive financial reports.

Looking for new opportunities to build on a successful career.

PERSONAL DATA

Father's Name	:	Muhammad Khalid
Date of Birth	:	July 15, 1987
Nationality	:	Pakistan
Religion	:	Islam
Gander	:	Male
Languages	:	English, Urdu, Pashto

EDUCATIONAL BACKGROUND

M.com	Northern University, Nowshera	2014
BBA	Northern University, Nowshera	2012
F.A	BISE Mardan	2006
Matric	BISE Mardan	2004

CERTIFICATES

QuickBooks	Virtual University
Communication and Soft Skills	Virtual University
Digital Literacy	Virtual University
Data Analytics and Business Intelligence	Virtual University

SKILLS

Time Management.
Critical Thinking.
Data Analysis
Analytical Thinking
Software Proficiency.
Problem Solving.
Financial Analysis.
Financial Reporting.
Communication.
Financial Reporting.

MAJESTIC ELECTRICAL & CONT. BUSINESS LLC

Working with Majestic as Account since November 2023.

Key Responsibilities:

- Maintaining of Purchase Account
- Maintaining of Expenses Account
- Maintaining of Expenditure Account
- Maintaining of Revenue Account.
- Preparation of Profit & loss Account
- Maintaining of payroll Account

Maintaining of petty cash
Bank Reconciliation Statement

THE BANK OF KHYBER

June 2014 to March 2021

Managing escalated phone calls by applying conflict resolution skills and extensive knowledge of bank policies, product and services.

Assisting customers with setting up or closing accounts, completing loan application and signing up for new services.

Providing advice on different bank product and financial option

Balanced teller drawers and ATM cash

Opened, closed and updated accounts for customers

Processing customer application and approved loans in accordance with bank policy

Investigated customer inquiries and resolved discrepancies in helpful and timely manner

Educated customers on features and benefits of banking products and services

Assisted customers with banking needs and inquiries

Processing of application for new accounts

Maintained friendly and professional customer interaction

To do remittances of Customers

Worked With Malik Exchange, western union, Express Money, transfast etc.

PAKISTAN LOCOMOTIVE FACTORY RISALPUR NOWSHERA

October 2013 to January 2014

Worked as An internee

REFERENCES

Will be furnished on request