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EDUCATION

Master of
Business
Administration
Banking And Finance

University Of The Punjab,
Lahore/Pakistan

March 2008 - March 2011

MUHAMMAD IRFAN

PROFESSIONAL SUMMARY

Trained Senior Accountant equipped to help clients with diverse accounting and bookkeeping needs. Accurate in preparing statements, reviewing records and advising on strategies for minimizing liabilities. Organized professional advanced with ERP Software

WORK HISTORY

April 2014 - Current

Abu Nooran Trading Co LLC

Senior accountant,

Abu Dhabi, United Arab Emirates

- ❖ Improved financial accuracy by implementing rigorous auditing processes.
- ❖ Conducted comprehensive budget reviews for cost reduction opportunities.
- ❖ Achieved streamlined workflow with thorough process improvement initiatives.
- ❖ Implemented new accounting software to increase efficiency and accuracy.
- ❖ Managed complex fiscal transactions, ensuring compliance with regulations.
- ❖ Provided insightful financial advice to senior management for informed decision making.
- ❖ Reduced discrepancies in financial statements through meticulous record keeping.
- ❖ Prepared detailed financial reports to aid strategic planning efforts.
- ❖ Assisted in tax preparations, avoiding penalties and late fees.
- ❖ Facilitated smooth audits by maintaining organised and accurate records.
- ❖ Led team of junior accountants; ensured high quality work output.
- ❖ Streamlined payroll system resulting in timely and accurate salary payouts.
- ❖ Performed monthly reconciliation of bank statements; eliminated monetary discrepancies.

Bachelor Of Arts **Arts**

University Of The Punjab,
Lahore/Pakistan

February 2006 - February
2008

Faculty Of Science **(F.SC) Science**

Board Of Intermediate
And Secondary Education

Faisalabad/Pakistan

February 2001 - February
2003

Faculty Of Science **(F.SC) Science**

Board Of Intermediate
And Secondary
Education,

Faisalabad/Pakistan

February 1999 - February
2001

- ❖ Compiled general ledger entries on short schedule with 100% accuracy.
- ❖ Organized monthly, quarterly and year end processes

April 2013 - February 2014

Sakoon City

Assistant accountant ,Islamabad, Pakistan

- ❖ Supported accounts payable activities to ensure accuracy and timeliness of invoice creation and entry, streamlining workflow.
- ❖ Regularly maintained detailed reconciliations of all balance sheet accounts, ensuring compliance with company policies.
- ❖ Developed and maintained financial reports to clearly communicate actual results, forecasted performance, and variances to plan, aiding strategic planning.
- ❖ Assisted senior accountants in preparation of monthly and yearly closings, improving process efficiency.
- ❖ Provided detailed analyses and explanations of all transactions for decision making procedures.
- ❖ Reduced discrepancies by conducting monthly reconciliation between bank and company records.
- ❖ Coordinated payment runs whilst adhering strictly to policy guidelines.
- ❖ Maintained company purchase and sales ledgers.
- ❖ Maintained and improved company bookkeeping processes.
- ❖ Managed payroll by tracking employee hours and entitlements.
- ❖ Assisted in preparing monthly, quarterly and year-end tax returns.

March 2010 - March 2011

Meezan Bank LTD

Business development officer, Lahore, Pakistan

- ❖ Spearheaded new market research, resulting in innovative business strategies.
- ❖ Cultivated strong relationships with stakeholders for increased trust and collaboration.
- ❖ Achieved enhanced company reputation by developing effective marketing plans.
- ❖ Designed strategic initiatives to improve customer satisfaction and loyalty.

LANGUAGES

English

Fluent

Urdu

Native

Punjabi

Native

Arabic

Intermediate

Persian

Intermediate

- ❖ Identified potential business opportunities, yielding a broader client base.

June 2006 - December 2009

Ahad Developers

Marketing officer, Lahore, Pakistan

- ❖ Collaborated with sales team to drive revenue growth.
- ❖ Fostered strong relationships with key stakeholders for improved collaboration.
- ❖ Managed marketing budgets effectively to optimize resource allocation.
- ❖ Coordinated promotional events, resulting in deeper customer engagement.
- ❖ Designed impactful marketing materials for better product visibility.
- ❖ Analyzed consumer behavior trends, informing product development decisions.
- ❖ Attended marketing events and conferences to raise brand awareness.
- ❖ Participated in department meetings to discuss new ideas for upcoming projects.

SKILLS

- | | |
|---|----------------------------------|
| ❖ Advanced excel proficiency | ❖ Decision-Making under pressure |
| ❖ Financial forecasting | ❖ VAT return preparation |
| ❖ Balance sheet management | ❖ Ledger maintenance |
| ❖ Financial reporting | ❖ Financial analysis |
| ❖ Account reconciliation | ❖ Bookkeeping standards |
| ❖ ERP (Enterprise Resource Planning) software | ❖ Accounting software expertise |
| ❖ Management accounting | ❖ Credit control |
| ❖ Payroll administration | ❖ Bookkeeping |
| ❖ Asset management | ❖ Payroll |

HOBBIES AND INTEREST

- ❖ Traveling
- ❖ Gardening
- ❖ Photography