

CURRICULUM VITAE

MUHAMMAD AFZAL

Contact Information: Address: House # 17/3, Street # 3, Affandi Colony, Sadaqabad, Rawalpindi Cell: 03335291973 Email: Muhammadafzal_512@yahoo.com

Summary: Motivated finance manager with over 15 years of experience leading successful teams. My skills include fund management, financial statement preparation and presentation, budgeting, variance analysis, project costing, supplier and customer relations, staff supervision, cost control, bank reconciliation, leasing, foreign currency account management, fixed asset supervision, branch office control, tax management, and day-to-day financial activities. I possess the ability to effectively handle complex assignments and work well both independently and as part of a team.

Experience: 10 yrs —

Chief Manager Audit & Accounts | Taxocrate Private Limited | 2014-todate:

- Led tax returns, internal audits, and client interactions.
- Streamlined bookkeeping processes and handled computerized accounting.

Sr. Manager Finance & Accounts | Extreme Engineering Solution Pvt. Ltd. (Telecom Sector) | Feb 2009 - Feb 2014:

- Reported to the Board of Directors and managed fund allocation.
- Prepared financial statements and monthly budget reports.
- Management of more than 25 suboffices
- Oversaw accounts receivables and payables, as well as project costing.
- Handled leasing, letter of credit, and assets management.
- Managed staff and reconciled bank accounts for multiple branches.

Manager Finance | Vision Pharmaceuticals Pvt. Limited (Islamabad) | 2006-2008:

- Reported to the Board and managed funds.
- Prepared financial statements and budgets.