

Fazal Maula

Experienced Accountant



MY EDUCATION

Master's degree, Business Administration
City University of Science & Technology
2006 - 2007

Bachelor's degree, Commerce
Bacha Khan University, Mardan
2004 - 2005

HSSC, Pre Engineering
Gov. Higher Secondary School, Nowshera
2002 - 2003

SSC, Science
Gov. Higher Secondary School, Peshawar
2001

“ Highly motivated and results-oriented Accountant with 15+ years of experience in various organizations. Proven ability to ensure accurate and timely financial reporting, manage complex accounting transactions, advise on financial strategies.

Seeking a challenging role in a dynamic organization where I can contribute to the company's success.



WORK EXPERIENCES

- Bisma Alfajar Medical Equipment Repairing · Full-time
Dubai, UAE
Nov 2024 - Till Date
 - Managed daily sales transactions using a Point of Sale (POS) system.
 - Accurately processed various payment methods, including cash, credit cards, and mobile payments.
 - Reconciled daily cash flow and balanced cash drawers.
 - Assisted with inventory management and stock control.
 - Provided excellent customer service, including answering inquiries and resolving customer issues.
- M/S Din Brothers · Full-time
Islamabad, Pakistan
2015 - 2021
 - Managed accounts receivable, including invoicing, collections, and customer follow-up.
 - Reconciled bank statements and identified any discrepancies.
 - Overseen petty cash disbursements and maintained accurate records.
 - Managed day-to-day expenses, including tracking and processing reimbursements.
 - Prepared and analyzed monthly profit and loss statements.
- Basit Traders · Full-time
Islamabad, Pakistan
2008 - 2014



HARD SKILLS

MS Office	
Internet	
Composing	
Email	
Troubleshooting	



SOFT SKILLS

Teamwork	
Creativity	
Leadership	
Flexibility	
Planning	