



## MUHAMMAD NASIR ARFAT

### OBJECTIVE:

To employ my knowledge and experience with the intention of securing a professional career with opportunity for challenges and career advancement, while gaining knowledge of new skills and expertise.

### ACADEMIC QUALIFICATION:

Qualification	Name of Institution (University/Board)	Study Program	Year
MPA (Master's in public administration)	Baha ud din Zakriya University Multan	HRM(Specialization)	2012-2014
B.com	University of the Punjab, Lahore	Cost Accounting, Taxation, Commerce	2009-2011
D.B. A	PBTE	Accounting, Computer, Commerce	2009
Matriculation	BISE Multan	Physics, Bio, Chemistry	2007

### EXPERIENCES:

#### **INTERNSHIP:**

- Bilal trader (Distributor) Unilever (PVT) Ltd.

#### **PROJECTS:**

- Marketing
- Management (Hoor Banaspati)
- Bureaucracy
- Nestle Pakistan
- The bank of Punjab
- The bank of Khyber
- New Public Management
- Oil Gas development Company

**Have more than Six (8) years of experience with.**

#### **PROFESSIONAL EXPERIENCE:**

- UNILEVER PAKISTAN (ACCOUNTANT)
- FORVIL COSMETICS PVT LTD (ACCOUNTS OFFICER).
- AL QARYAN GROUP FOR TRADING, INDUSTRY AND CONTRACTING (CORPORATE ACCOUNTANT) CONTINUE

# RESUME

## Al Qaryan Group

With headquarters in Dammam, Kingdom of Saudi Arabia, Al Qaryan Group is a leading metal recycling, processing, and trading company with strong regional and global presence. Founded in 1988, Al Qaryan Group has developed an extensive knowledge and expertise in the field of metal recycling and has successfully positioned itself as one of the leading metal recycling, processing, and trading companies in the region. Al Qaryan Group initially diversified its business into transportation and logistics, heavy equipment, freight forwarding, general contracting, steel manufacturing, re-rolling and wooden pallet manufacturing.

### Senior AP Accountant:

#### 1. Key Achievements through valuable recommendations:

- Business Plan, Authority Matrix,
- Key performance Indicator,
- Job descriptions, Cash Flow
- Re Classifications of suppliers
- Transportation Route Master
- Improvement of operational efficiency

#### 2. Key Responsibilities:

- Approving weekly Supplier's payments.
- Approving Branch Petty Cash as per SOP
- All Saddam Payment
- Daily cash flow monitor with Treasure team.
- Supporting Branch accountants
- Employee reimbursement approvals
- Monitor all Suppliers payment
- Handling Budget for Financial Year. (Total allocated budget, already consumed budget and available Budget for the specific activity)
- Monthly Closing with Reporting Team.
- Other tasks assigned by CFO, FM, and AM

### **Computer and Knowledge.**

- SAP (Currently using in Al Qaryan Group) (Excellent)
- Microsoft Office (Excellent)
- Microsoft Excel (Excellent)
- Microsoft Word (Excellent)
- Microsoft Power Point (Excellent)
- Microsoft Outlook (Excellent)

### **Iqama and driving License.**

Transferable Iqama with having KSA driving license.

### Personal Skills:

- Excellent communication, presentation, negotiation, and interpersonal skills

# RESUME

- Ability to interact effectively with people at all levels with considerable patience and tact
- Enthusiastic, highly motivated, conscientious, and responsible individual
- Driven to achieving set goals, reaching targets, and exceeding expectations
- A committed team player, able to motivate and inspire others in a cohesive team
- Organized and methodical with excellent time management, prioritizations, and planning
- Ability to work autonomously as well as team
- Excellent analytical and methodical approach
- Excellent in verbal and written communication
- Carry high professional ethics

## PERSONAL PROFILE:

**Father's Name:** Arfat Ali  
**Date of Birth:** 03-02-1991  
**Iqama #:** 2439211216  
**Gender:** Male  
**Religion:** Islam  
**Nationality:** Pakistani  
**Marital Status:** Married

## LANGUAGES:

- Arabic
- English
- Urdu
- Punjabi.

## REFERENCE:

- Can be provided on demand.