

# FARHAN MUSHTAQ

**MBA -BBA (Finance)**

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UAE Long Term Visit Visa

Dubai United Arab Emirates

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## **Career Summary:**

Seeking a challenging position in a dynamic organization of good repute offering prospects of intellectual and creative growth in exchange of professional commitment with the aim to contribute towards organization success.

## **Main Expertise:**

Finalizing Accounts, Statement of Accounts, reconcile accounts payable transactions, Analyze business operations, Reporting, Communication, professionalism, Planning & organization, efficiency, conflict resolution., Business understanding, Leadership, Time management

## **04 YEARS OF PROFESSIONAL WORK EXPERIENCE**

### **Account & Finance Officer**

**July 2019-Dec 2021**

#### **AGTP Spare Parts Traders Pakistan**

- Reconcile accounts payable and receivable.
- Maintaining and reconciling balance sheets and general ledger accounts.
- Making payments to vendors, suppliers and other creditors.
- Prepared fixed assets register and prepared management reports.
- Directly engaged with Vendors and Suppliers
- Maintaining Stock and check physically to the warehouse.
- Ensure monthly reconciliation of all statements (including bank/payable/receivable/inter-company transaction) to maintain accuracy and completeness of accounts.
- Ensured daily posting of revenue and expenses to appropriate books.
- Timely cash and credit card verification.
- Reconciled vendors statements and promptly investigated and corrected.
- Worked on Window base Inventory software.

### **Accountant**

**May 2018 - Mar 2019**

#### **Master Beverages & Foods Pakistan LTD**

- Manage al accounting transactions.
- Prepare budget forecast.
- Reconcile accounts payable and receivable.
- Ensure timely bank payments.
- Manage balance sheet and profit/loss statement.
- Report on the company's financial health and liquidity.

### **Account Officer Internee**

**Aug 2017 - Apr 2018**

#### **Coca Cola Beverages Pakistan LTD**

- Credit evaluation of distributors, work out and finalize credit requirement.
- Attachment of the approved credit and detachment on expired date.
- Accounts Receivable Management circulation of daily aging report and prepare monthly and weekly DSO analysis.
- Prepare financial evaluation for discounting purpose.
- Stock verification and keep record of customers related documents.

- Distributors claims checking and processing.
- To participate in market audit activity on the basis distributors claims are checked and finalized.
- To prepare volume concentration analysis and report to “Sales Team ““OFM” and Commercial Controller.
- Using SAP (System Application Product) working and also using FIT (Future International Technology) software.
- Conducting Market Audit
- Gate operations

### **Education:**

**M.B.A** (2018- 2020)

Institute of Southern Punjab Multan Pakistan

**BBA** (2013-2017)

Institute of Southern Punjab Multan Pakistan

### **Language Course & Certifications:**

1. **Language Cert Level 1 Certificate in ESOL International (Speaking)- 2021**
2. **PTE Academic UKVI- Pearson Test of English Language -2021**
3. **Certificate of Proficiency for spoken English language-**  
Australian Education Counsel Pakistan – 2020

### **Areas of Interest, Strength & Skills:**

- Statement of Accounts
- Business Development
- Key Account Management
- Strategic Planning
- Leadership
- Public Relations

### **Personal Details:**

**Passport No:** FY0842741  
**Visa Status:** UAE Long Term Visit Visa  
**Date Of Birth:** 25-8-1996  
**Marital Status:** Single  
**Nationality:** Pakistan  
**Qualification:** M.B.A (Marketing)- BBA(Hons)-Finance  
**Total Experience:** 04 Years

**References provided upon request.**