



MUHAMMAD FARAZ INAM

A flexible, learning-oriented, and adaptable finance and Sales professional with demonstrated leadership abilities and focusing on adding value to the organization. A strategic thinker with an aim on mentoring teams and approach for change management. Expertise in financial planning, budgeting, project management, revenue re-modeling, mergers and acquisitions, cost restructuring, internal controls, and risk management Logistics, supply chain, Import/ Export, custom clearing with strong communication and verbal skills.

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WORK EXPERIENCE



SALES EXECUTIVE

TOYOTA SARGODHA MOTORS

10/2021 - 05/2022

Sargodha, Pakistan

- Maximize the sales and profitability of vehicles and associated products through the satisfaction and retention of customer.
- Handle clients through entire sales process - from inquiry to ownership.
- Maintain a balanced inventory based on customer and market statistics.
- Ensure that customer complains are investigated and promptly resolved.
- Monitor Enquiry management system RB and review all new and existing sales leads to ensure that all opportunities are maximized timely.
- Maintaining TDSP, KENTO SHIRYO, SALES NENKEI and other KPI reports.



SALES EXECUTIVE

DOBY VERROLEC FZE

04/2018 - 05/2020

SHARJAH, UAE

- Forecasting and developing quarterly sale quotas for region and per product, projecting sales volume and profit for existing and new products.
- Meeting customers throughout GCC to discuss their evolving needs and to assess the quality of our company's relationship with them.
- Handled all the processes of managing Exhibitions Internationally in several countries.
- Preparing quotation and see to it that the prices of the product to be sold to the customers do not compromise the company's profits.



ACCOUNTS/ LOGISTICS EXECUTIVE

DOBY VERROLEC FZE

04/2014 - 05/2020

SHARJAH, UAE

- Monthly preparation of Financial reports, monthly closing process, reconciliation of Bank, Stock taking, handling petty cash, Accruals and Prepayments, Cash Forecast & Inter-company Accounts.
- Prepare Monthly Audit reports for Horwath Mac and group.
- Process order from Invoicing to the collection and make sure that orders are delivered in a timely fashion.
- Process Letter of credit (LC) for payment and collections.
- VAT filing on FTA portal.
- Custom clearing: Processing bill of Entry, Exit, Export, Permission, document handling, duty exemption refund and UAE customers import codes processing.
- Coordinate with Shipping Lines, Customs and Customers for timely collection/ dispatch and follow-up till shipments arrival at client premises/ ports throughout the GCC



ACCOUNTS EXECUTIVE

GLEEM FOODSTUFF TRADING CO. LLC

11/2011 - 03/2014

AJMAN, UAE

- Prepare batch of invoices and Payments for data entry in accounting system.
- Tracked and recorded expenses and reconciled accounts to maintain accurate, current and compliant financial record.
- Match purchase orders confirming prices and quantity to vendor's invoices and verify receipt of material or services/ confirmation of receipt of material or services.
- Payroll processing including Employees & other expenses Reports, statutory or non-statutory deductions and accuracy of employee reimbursement expenses before processing.



ACCOUNTS EXECUTIVE

ILM GROUP OF COLLEGES

08/2008 - 08/2011

Sargodha, Pakistan

- Monitor expenditure against the budget and assist in the preparation of financial budgets and forecasts.
- Cash accounts, Fee collections, Payroll for Visit, Full time staff and payable balances on a monthly basis.
- Support the Accounts Management in development of effective budgeting, forecasting and planning processes
- Coding and posting pettycash transactions, Checking and posting of staff expense claims.
- Send Payment reminders/ follows-up on payments, defaulters and issuing invoices for students and vendors

SKILLS

- Strong Analytical Intervention
- Time Management
- Budgeting and Forecasting
- Finalization of Accounts
- Financial Planning and Strategy
- Administrative Skills
- Logistics and Customs Documentations
- Supply Chain
- Cost Reduction and Growth Expansion Strategies
- Invoicing Payments Encoding and Reconciling skills
- MS Office
- QuickBooks
- Sage
- Tally
- VAT

EDUCATION

M.COM (Accounting & Finance)

University of Sargodha

2008 - 2010

Pakistan

B.COM

University of the Punjab

2005 - 2007

Pakistan

CERTIFICATES & TRAININGS

- Corporate Financial Statement Analysis NASBA
- Accounting Foundations NASBA
- Finance Foundation Risk Management NASBA
- QuickBooks PRO 2020 NASBA
- Certified Project Management UDEMY
- Value Added Tax (VAT) LYNCHPIN

LANGUAGES

- English Proficient
- Urdu Proficient
- Arabic Limited

PERSONAL INFORMATION

Date of Birth 27-SEP-1986
 Passport No. CC1755092
 Nationality PAKISTANI
 Marital Status MARRIED
 Driving License VALID UAE, PAKISTAN
 Visa Status Visit till 05-09-2022