

# MUHAMMAD LUQMAN, YUNAS

📍 PURANA CHAHOOR, WARD NO. 1, SANGLA HILL (39600), NANKANA SAHIB, PAKISTAN

☎ + (92) 3226247167

✉ mluqman.acn@gmail.com

Passport Expiry: 30-October-2032

## WORK EXPERIENCE

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Oct – 2021 to date

### Assistant Manager – Executive

Taiga Apparel (Pvt) Ltd, Lahore, Pakistan ([www.taiga-apparel.com](http://www.taiga-apparel.com))

- Compiling financial data to performing analysis of actual numbers to forecast and budget.
- Oversee the management of Accounts, ensuring accurate recording following IFRS.
- Identify opportunities to streamline and improve accounting processes and systems.
- Developing Cost factor of Material and overhead to update monthly cost and reports.
- Reconciliation of Creditor Accounts to ensure accuracy and error free settlements.
- Supervise the accounting team to ensure financial strategy and regulatory compliance.

Jun – 2014 to Oct – 2021

### Zonal Accountant

Tara Crop Sciences (Pvt) Ltd., Lahore, Pakistan ([www.taragroup.com.pk](http://www.taragroup.com.pk))

- Managing accounts receivables following up with 250+ customers for Generating invoices and record payment with 100% accuracy in ERP(Dot Net) and SAP (B1).
- Reconcile customer ledgers to verify proposed rates, payments and Inventory movements to resolve discrepancies in close collaboration with the sales team. 99% error free operations
- Preparation of Accounts Receivables reports with business breakout and outstanding issues.
- Responds to Customer inquiries, related to supplies, account activities, rates and complaints.
- Supervise warehouse stock, dispatch, movement, supplies and record to maintain stock.
- Acted as a key liaison between business partners and operations team using SAP B1 for sharing technical requirements into clear and actionable business requirements.
- Pursue invoices and process payments of overhead expenses.

Aug – 2009 to Jun – 2014

### Accounts Executive

Agro Zat International, Lahore, Pakistan

- Compiling financial data to performing analysis of actual numbers to forecast and budget.
- Perform audits and postings of bills to ensure costs accuracy and accounted properly in ERP.
- Developing cost factor and overhead and updating monthly cost and reports.
- Responsible for Chart of accounts including Receivable, Payable, Payroll and Customer Support services to more than 200 accounts.
- Reconciled accounts at the end of the month to maintain financial statements by establishing and maintained the accounting cycle and operations of the company.
- Analyzed reconciling items and recommends management actions on such variances.
- Pursue processing of invoices and payments, and manage expense accounts of Creditors
- Supervise the proper routing, loading and stock shipment orders in accordance to the SOP.

Jan – 2008 to Aug – 2009

### Computer Operator

Azgard-9 Limited, Lahore, Pakistan ([azgard9.com](http://azgard9.com))

- Prepared statistical reports of Operations of Quality Assurance.
- Prepared Cut to Ship report of Quality Assurance Department.
- Coordinated with departments of Garment Business Unit for QA reports.

## EDUCATION

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Mar – 2023

### MBA

Virtual University of Pakistan

- Finance, Marketing and Management

Aug – 2007

### Bachelors of Commerce

University of the Punjab (Pakistan)

- Application of Financial and Cost Accounting with I.T. in Business
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## CERTIFICATES AND TRAINING

Mar – 2006 to Aug – 2006

### Certificate in Computer Applications

Punjab Board of Technical Education ([www.pbte.edu.pk](http://www.pbte.edu.pk))

- MS Office Suite (Excel, Word, Power Point)

Aug – 2020 to Nov – 2020

### Creative Design

Apr – 2024 to Jun – 2024

### Ui / Ux Design

Punjab Board of Technical Education ([erozgaar.pitb.gov.pk](http://erozgaar.pitb.gov.pk))

- Freelancing, Adobe Photoshop, Adobe Illustrator, Adobe Xd, Figma

Nov – 2006 to Dec – 2006

### Basic IT Training

Punjab Information Technology Board ([www.pitb.gov.pk](http://www.pitb.gov.pk))

- MS Office Suite (Excel, Word, Power Point)
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## PERSONAL SKILLS

Native Language(s)

- English & Urdu

Communication skills

- Excellent oral and verbal communication acquired by working with top management as well speak competition in college.
- Confident conversation skills gained during Customer Support Services.

Managerial skills

- Leadership (Responsible for a team of 10 people)
- Management (Multiple tasks to complete within time with excellent response and accuracy rate)
- Problem Solving (Query resolution services by supporting Customers to enhance productivity)

Computer skills

- Excellent command of Microsoft Office™ tools ( MS Excel, Word and Power Point.)
- Good command of Figma, Adobe Photoshop and Illustrator for creative digital designs