



Muhammad Bilal

Date of birth: 25 Jan 2004 | **Place of birth:** Pakistan | **Nationality:** Pakistani | **Phone number:** (+92) 03321694168 (Mobile) | **Email address:** Bilalkhyzerkhan@gmail.com | **Address:** 526 st. 104, i8/4,, 44000, Islamabad, Pakistan (Home)

ABOUT ME

Accountant | Junior Financial Analyst | Accounting Officer | Internal Auditor

WORK EXPERIENCE

 **ELITE ERA DEVELOPMENT** – NEW YORK, UNITED STATES

Business or Sector Information and communication | **Department** Finance | **Email** hira@eliteeradev.com |

Website www.eliteeradev.com

ACCOUNTANT – 11 NOV 2024 – CURRENT

- Managed day-to-day accounting operations including journal entries, bank reconciliations, and financial reconciliation processes
- Prepared and reviewed monthly and annual financial statements ensuring accuracy and compliance with accounting standards
- Conducted budget preparation, cost analysis, and expense management to optimize organizational financial performance
- Collaborated with management team to streamline accounting workflows and improve operational efficiency
- Applied CMA knowledge to enhance financial planning and support informed decision-making processes
- Maintained accurate financial records and ensured timely closure of accounting periods

 **ASKARI BANK LIMITED** – ISLAMABAD, PAKISTAN

BANKING INTERNEE – JUL 2024 – OCT 2024

- Maintained and reconciled financial records and processed daily transaction reports with accuracy
- Assisted accounts department in voucher preparation, ledger management, and financial statement compilation
- Gained practical experience in banking operations, customer account management, and regulatory documentation
- Developed strong understanding of banking compliance procedures and financial reporting requirements in corporate environment
- Supported reconciliation of customer accounts and resolution of banking discrepancies

EDUCATION AND TRAINING

17 JUN 2023 – CURRENT Islamabad, Pakistan

CERTIFIED MANAGEMENT ACCOUNTANT Institute of Chartered Management of Pakistan

Status: Intermediate Level Candidate

Completed: OL1, OL2, ML1, ML2 with distinction

Currently Pursuing: SL1 (Completed ✓) | SL2 & Practical Modules (In Progress)

EQF Level: 6 | **Expected Completion:** 2026

Focus areas: Financial Accounting, Cost & Management Accounting, Corporate Reporting, Business Law & Ethics

Website <https://www.icmainternational.com/> |

Field of study Accounting and taxation , Finance, banking and insurance , Management and administration

27 APR 2023 Rawalpindi, Pakistan

QUICKBOOKS ACCOUNTING & BOOKKEEPING PROFESSIONAL Spectrum International Institute of Technology

Duration: 3.5 months (January - April 2023)

Key Competencies: QuickBooks Online, QuickBooks Desktop, Bookkeeping Best Practices, Financial Data Management, Report Generation

Field of study Engineering**LANGUAGE SKILLS**Mother tongue(s): **URDU**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	C1	C2	C1	C1	C1

*Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user***SKILLS****Data & Financial Analysis Tools**

Data entry and verification | Database management basics | Financial calculation and modeling | Report generation and analysis

Banking & Financial Platforms

Customer account management systems | Transaction processing systems | Banking compliance platforms | Financial reporting systems

Professional & Soft Skills

Communication & Collaboration | Problem-Solving & Analytical Skills | Project Management & Organization | Attention to Detail & Accuracy | Customer Service & Relationship Management | Continuous Learning & Professional Development

Accounting & Financial Skills

Financial Reporting & Analysis | Bank Reconciliation & Accounting Operations | Bookkeeping & Ledger Management | Cost Accounting & Management Accounting | Accounts Payable & Receivable | Audit & Compliance

Software & Technical Skills

MS Excel - Advanced proficiency | QuickBooks Online | Bank reconciliations and bank balances | bookkeeping regulations | Microsoft Office-Suite

Reference will be provided on request.