



# Faisal Anwar

## Accounts/Administration

Experienced accountant with 10+ years in finance and administration. Expertise in financial management, process optimization, and regulatory compliance. Proven record of delivering precise insights, fostering collaboration, and facilitating strategic decisions. Seeking a dynamic role to apply analytical prowess and drive efficiency for a growth-focused company.

## Contact

### Phone

(+971) 501636271  
(+92) 3123453210

### Email

faisalanwar.pcc@gmail.com

### Address

Saniya Lucky Round About Ajman, UAE

## Expertise

- Peachtree Accounting Software
- Tally Prime Accounting Software
- MS Office
- Internet
- E-mailing
- Project Management
- Organizational Skills
- Documentation Review

## Hobbies

Sports



Travelling



Book Reading



Business/Startups



## Languages

English



Urdu/Hindi



Punjabi



## Personal Details

Date of Birth : 06-04-1987  
Passport No : TJ800142  
Passport Exp : 15-01-2026  
CNIC No : 31102-4428014-1  
Religion : Islam

## Education

- 2016  
**MBA (Professional)**  
University of South Asia (USA) | Lahore
- 2010  
**M.Com (Accounts & Finance)**  
University of Management & Technology (UMT) | Lahore
- 2008  
**B. Com (I.T)**  
Punjab University (PU) | Lahore
- 2006  
**D.Com**  
Government Commerce College (PBTE) | Lahore
- 2003  
**Matriculation - H.S.S.C**  
Government Model High School (BISE BWP) | Bahawalpur

## Experience

- 09-2023 - Continue  
**Apparel Factory LLC Ajman, UAE**  
**Sales Executive**
  - Conduct market research to identify selling possibilities and evaluate customer needs.
  - Set up meetings with potential clients and listen to their wishes and concerns.
  - Create frequent reviews and reports with sales and financial data. Negotiate/close deals and handle complaints or objections.
  - Collaborate with team members to achieve better results & Gather feedback from customers or prospects and share with internal teams.

**04-2019 - 06-2023**

**Aspire Group of Colleges, Pakistan**

**Accounts Manager**

- Worked on Peachtree Accounting Software.
- Provides financial information to management by researching and analyzing accounting data preparing reports.
- Prepares asset, liability, and capital account entries by compiling and analyzing account information.

Documents financial transactions by entering account information.

Recommends financial actions by analyzing accounting

- options.
- Summarizes current financial status by collecting information; preparing balancesheet, profit and loss statement and other reports.
- Substantiates financial transactions by auditing documents.
- Correspond with parents regarding fees matters.

**04-2013 - 03-2019**

**Punjab Group of College, Pakistan**

**Accounts Manager**

- Operate Peachtree Accounting Software.
- Reporting to Head Office
- Prepare salary sheet of all staff members.
- Maintain and manage accounts payable and accounts receivable.
- Verify customer balances and rectify discrepancies in accounts receivable books.
- Verify bank deposits and bank payments and reconcile with bank records and statements.
- Maintain and manage records of day-to-day transactions.
- Petty Cash handle.

**Reference**

**Will be provided on demand.**

