

MUHAMMAD ALI SAJID

CMA Candidate | BS Accounting & Finance | Accountant

+92-312-3626704 @ m.alibhatti1465@gmail.com linkedin.com/in/muhammad-ali-sajid
Multan, Pakistan



SUMMARY

I am a detail-oriented accounting professional with extensive experience in financial reporting, accounts management, and tax compliance. Currently pursuing CMA certification, I have completed 17 papers and am adept at using accounting software and Excel for precise financial reporting. My passion lies in contributing to organizational financial health through accurate data analysis and compliance adherence.

EXPERIENCE

Freelance Financial Assistant & Accounts Manager Self-Employed

2023 Remote / Multan, Pakistan

Freelance Financial Assistant & Accounts Manager

- Maintained bookkeeping records for 5 small-business clients, managing monthly AP/AR cycles and reducing invoice discrepancy rates by approximately 20%
- Prepared monthly bank reconciliation statements and financial summaries (P&L, trial balance) using Microsoft Excel, ensuring 100% accuracy in period-end reporting.
- Processed sales tax data and assisted clients in FBR portal filings, achieving zero late-filing penalties across all managed accounts.
- Developed Excel-based budgeting templates that improved expense tracking efficiency by 30% for client businesses.
- Performed accounts payable aging analysis and coordinated vendor payments to maintain optimal cash flow positions.

Academic Accounting Intern

Based on industry practices used by firms like KPMG

01/2024 - 06/2024 Simulated Corporate Environment

Academic Accounting Intern (Capstone Project)

- Simulated full-cycle accounting for a manufacturing entity: recorded journal entries, posted to general ledger, and prepared trial balance with zero reconciling errors.
- Conducted a comparative variance analysis between budgeted vs. actual overhead costs, identifying a 12% cost overrun and presenting corrective recommendations.
- Prepared a complete set of financial statements (Income Statement, Balance Sheet, Cash Flow Statement) in compliance with IFRS guidelines.
- Assisted in internal audit simulation covering inventory controls and payroll processes, documenting findings in a structured audit report.
- Utilized QuickBooks (desktop) to enter transactions, generate aging reports, and produce management dashboards for month-end review.

EDUCATION

BS Accounting & Finance

Bahauddin Zakariya University, Multan

2025 Multan Campus

STRENGTHS



Excel & Financial Reporting Expertise

Strong command of Microsoft Excel and financial reporting tools, ensuring accuracy in financial records

KEY ACHIEVEMENTS



Achievement in Freelance Financial Management

Successfully reduced invoice discrepancies by 20% and achieved zero late-filing penalties across managed accounts, showcasing my commitment to financial precision and client support

SKILLS

Gmail

ERP

Bookkeeping

Microsoft Excel

Variance Analysis

Vlookup

Pivot Table

QuickBooks

General Ledger

Balance Sheet

IFRS

IAS

Payroll

Internal Audit

INTERESTS



Community Engagement in Financial Literacy

Actively participate in accounting associations and engage in local community financial literacy programs

EDUCATION

Intermediate (Pre-Medical)

KIPS College

2021 - 2023 Multan

Matriculation (Science)

Govt. New Millat High School, Mumtazabad, Multan

2018 - 2020 Multan

LANGUAGES

English

Proficient



Urdu

Native

