

M HANAN AFZAL

Multan, Pakistan | [+92-315-634-8406](tel:+92-315-634-8406) | [Email](#) | [LinkedIn](#) | [Portfolio](#)

PROFESSIONAL SUMMARY

Dedicated and detail-oriented Accounting and Finance graduate with hands-on experience in accounts payable, bookkeeping, voucher posting, ledger management, accounts receivable, payroll support, and financial record-keeping. Experienced with Oracle ERP and MS Excel, with Odoo Functional Certification. Seeking to contribute to accurate financial operations, timely payments, and effective financial reporting.

WORK EXPERIENCE

Mumtaz Group of Industries August 13, 2026 – Present

Accounts Payable Officer | Finance Department

- Process and verify supplier invoices, purchase orders, and supporting documents to ensure accuracy and proper approvals.
- Maintain accounts payable records, track due dates, reconcile supplier statements, and support timely vendor payments.

Fatima Group (Pak Arab Fertilizers) June 23, 2025 – August 3, 2025

Accountant Intern | Accounting & Finance Department

- Assisted in managing Accounts Payable (AP) and Accounts Receivable (AR), including invoice verification, payment tracking, and reconciliation.
- Used Oracle ERP for financial data entry, transaction processing, and generating accounting reports within the finance department.
- Supported maintenance and reconciliation of Fixed Assets records; participated in budget preparation, monitoring, and variance analysis.
- Managed petty cash transactions and daily financial records; assisted in costing and cost analysis for operations.
- Supported payroll processing and employee payment documentation; maintained inventory records and stock reconciliations.
- Assisted in recording and analyzing sales transactions and financial reports, collaborating with the finance team on daily operations.

AIHuda CIBE — Centre of Islamic Banking and Economics May 15, 2024 – July 15, 2024

Finance Department Intern | Supervised by CEO Mr. Muhammad Zubair

- Supported financial management operations and team coordination under the Chief Executive Officer.
- Assisted in promoting Islamic Banking education through seminars, workshops, and community outreach programmes.
- Contributed to research and development activities in alignment with Shariah compliance standards.
- Participated in advisory, consultancy, publication, and event activities related to Islamic Finance and Banking.

EDUCATION

Accounting and Finance (Post ADP) 2024 – 2026

Bahauddin Zakariya University (BZU), Multan

CGPA: 3.05

ADP Commerce (Associate Degree Programme) 2021 – 2023

Bahauddin Zakariya University (BZU), Multan

CGPA: 3.45

FSc (Pre-Engineering) 2019 – 2021

Admire College of Science and Commerce (BISE Multan)

Matriculation (General Science) 2017 – 2019

Elixitr High Schools, Multan

ADDITIONAL INFORMATION

Technical Skills: Financial Accounting · Bookkeeping · Oracle ERP · MS Excel · QuickBooks · Financial Reporting · Payroll Management · Taxation · Budgeting · Inventory Management

Languages: English · Urdu

Certification: Odoo Functional Certification — Odoo S.A. (Certificate No. 0000642227 | Issued: May 19, 2025)

References: Available on request.