

MUHAMMAD ANAS

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Experienced sales professional with 6 years in Karachi's automobile industry, combining expertise in client management and sales with ACCA studies and knowledge of bookkeeping and accounting techniques. Seeking to leverage sales and financial skills to drive business growth and deliver value.

EXPERIENCE

FEB 2020 TO PRESENT

SALES EXECUTIVE

SHAH GLOBAL MOTORS, KARACHI, PAKISTAN

I have consistently driven sales growth by developing and executing effective strategies to meet and exceed targets. My role involves building strong client relationships, understanding customer needs and offering tailored solutions, including vehicle options and financing plans. I stay updated on market trends to ensure competitive offerings and provide exceptional after-sales support to enhance customer satisfaction and retention.

NOV 2018 – FEB 2020

TRAVEL CONSULTANT

SHAH GLOBAL TRAVEL AND TOURS, KARACHI, PAKISTAN

I specialized in assisting clients with travel planning, including flight bookings, accommodation and customized tour packages. I provided personalized travel solutions by understanding client preferences and budgets, ensuring seamless travel experiences.

JAN 2018 – NOV 2018

TICKETING OFFICER

MARFANI TRAVEL AND TOURS, KARACHI, PAKISTAN

I managed flight reservations, ticket issuance and reissuance using the GALELIO system with precision and efficiency. I provided clients with the best travel options by analyzing schedules, fares and routes, ensuring cost-effective and timely bookings.

NOV 2017 – DEC 2017

TRAINEE TICKETING OFFICER

MAHDI TRAVELS, KARACHI, PAKISTAN

After completing a Vocational Airline Ticketing course from MPL Institute, I began my career as a Trainee Ticketing Officer. I gained hands-on experience in flight bookings, ticket issuance and customer service. I learned to efficiently use ticketing system and assists clients with travel inquiries, booking changes and cancellation.

EDUCATION

JAN 2024 – PRESENT (EXPECTED 2025)

ASSOCIATION OF CHARTERED CERTIFIED ACCOUNTANTS

- Completed the introductory level, covering foundational accounting and financial principles.
- Gained knowledge in financial accounting, management accounting, and taxation.
- Developing strong analytical skills and financial acumen for business decision-making.

MAY 2015 – MARCH 2016

SECONDARY SCHOOL CERTIFICATION (SCIENCE)

- Completed Secondary School Certification (SSC) in 2016 with a focus on Science.
- Gained a strong foundation in subjects such as Mathematics, Physics, Chemistry, and Computer
- Developed critical thinking, problem-solving, and analytical skills essential for further education and professional growth.

CERTIFICATIONS

JUNE 2024 - PASSED

MANAGING COST AND FINANCE (ACCA-UK)

- Gained in-depth knowledge of cost management, budgeting, and financial performance analysis.
- Strengthened understanding of cost structures, variance analysis, and financial reporting techniques to support effective business management.

JUNE 2024 - PASSED

MAINTAINING FINANCIAL RECORDS (ACCA-UK)

- Acquired proficiency in bookkeeping, journal entries, and the preparation of financial statements.
- Gained a strong understanding of accounting principles, ledgers, and trial balance preparation.

JUNE 2024 - PASSED

MANAGEMENT INFORMATION (ACCA-UK)

- Developed skills in cost accounting, budgeting, and performance management to drive business efficiency.
- Acquired knowledge of internal controls, financial analysis techniques, and the interpretation of key financial data for management.

JUNE 2024 - PASSED

RECORDING FINANCIAL TRANSACTIONS (ACCA-UK)

- Developed a strong understanding of double-entry bookkeeping, journal entries, and ledger management.
- Acquired skills in preparing trial balances, reconciling accounts, and ensuring compliance with accounting standards.

SKILLS

- Proficient in Microsoft Excel, Word and PowerPoint
- Communication Skills
- Strong Interpersonal
- Problem Solving
- After-Sales Support
- Organizational Skills
- Teamwork and collaboration
- Critical thinking ability
- Multitasking and handling multiple priorities

ACTIVITIES & INTERESTS

- Volunteering and community service
- Attending industry workshops and networking events
- Engaging in professional development courses
- Traveling and exploring new cultures
- Photography and video editing
- Reading about business and finance

LANGUAGES

- **English** (Conversational)
- **Urdu** (Native)
- **Deutsch** (Beginner)