

# Usman Rasheed

An experienced Accountant professional educated with Bachelor in Commerce with 14 years' experience in accounts Department. I am experience in Accounts payable (AP), Cash Management, Sales Tax, Payroll & internal control procedures. I am looking for more new role that suits my skills and ability to grow further. I am quick learner and ready to take new challenges that require performing better.

## WORK EXPERIENCE

### Accounts Officer

Sialkot, Pakistan

Blue Horizon Pvt. Ltd (Manufacturer, importer & Exporter)

05/2015 – 02/2022

#### Achievements/Tasks

- Accounts payable directly receive invoices against LPOs and verify for validation with 2 or 3-way match.
- Process of invoices into Accounting System software (GL) for Financial Impact.
- Route the invoice for approval and when approved the invoice is proceeded for routine payment.
- Respond to External vendors and internal managers regarding all aspects of the accounts payable process including, processing invoices for payment and recording input tax.
- Research information to provide an accurate and timely solution to internal management and vendors at multiple locations.
- Prepare Suggested Payment plan of Vendors according to company policy: invoice, ageing, LPOs, & credit term.
- Maintain a record of paid/unpaid invoices to support stakeholders.
- Reconciliation Statement of creditors and debtors as per company policy.
- Develop and maintain a filing system for financial records with supporting documents to ensure easily available when required.
- Documentation and maintenance of complete and accurate supporting information for all financial transactions.
- Ensure accurate processing and recording of the company's payroll, provide timely financial information and oversee the data entry process of payroll.
- Update daily accounting database of financial information.
- Maintain an effective control system over all aspects of the sales tax and accounts payable process.
- Other Duties as assigned by management from time to time.
- Ensure accurate timely submission of sales tax returns and other business-related filings.
- Handling sales tax-related matters online and guide to supporting staff.
- Sales tax refund claiming through online process against faster system stock statement Annex "H".
- Manage and facilitate sales tax post refund audit: Preparing response, providing supporting evidence.
- Withholding tax deduction on income from salary of employees every month and online deposit to the federal board of revenue.
- Online Filing statement of withholding tax on salary income U/S 165 (1) Quarterly & Annually.
- Data entry in accounting software, reviewing ledgers, updating accruals, Fixed Asset Registers for disposals and additions and other necessary tasks for monthly reporting.
- Collaborate with auditors and facilitate audits, review audit findings and provide opinions.
- Cash handling receipt & payment according to approval from authorities.
- Count cash in drawer at the beginning and end of shift to ensure that amounts are correct and that is adequate change.
- Strictly follow company approved cash policy.
- Follow-up of advance payment against prior approval.
- Timely Payment of company utility bills like electricity, sui gas, telephone, internet, mobile & water etc.
- Maintain an effective control system over cash payment.
- Daily Reconcile statement of cash in hand at end of the day & report to management.
- Foreign currencies handle of various countries.
- Handling of the company all cheque books, stamps and signed cheques and stored in the locker.
- Disbursement of the cheque to Parties and prepare the record of paid/unpaid cheque.
- Transfer of employee's salary to Digital Wallet Bank Account.

## Personal Detail

S/O Mohammad Rasheed

Nationality: Pakistani

Marital Status: Married

D.OB: 05-Dec-1986

Religion: Islam

Passport # CH9843632

Linkedin Profile:

<https://www.linkedin.com/in/usman-rasheed-713779226>



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054-7546195



Musaffah Sanaia, M-09  
Abudhabi UAE.

## SKILLS

-Team work  
-Time Management  
-Adaptability  
-Hard worker  
-Internal Control  
-Proactive Approach  
-Accounting Software  
-MS Office  
-Vlookup

## **Accounts Officer**

**Sialkot, Pakistan**

**Dosondi International (Manufacturer, importer & Exporter)**

*04/2008 – 05/2015*

### *Achievements/Tasks*

- Physically handle petty cash for routine procurement and prepare daily expense reports.
- Pay cash as per approval from management.
- Check Employees attendance and prepare salaries monthly basis.
- Various types of Voucher creation & Filing for future reference.
- Reconciliation statement of vendors, debtors, cash & bank.
- Contractor Piece rated wages preparation weekly.
- Timely submit of Sales tax return filing monthly.
- Cheque book handling, preparing cheques, issue of cheques to parties.
- Posting of expense in relevant code.
- Product/ Job Order Costing.
- Maintain Control Over Cash Transaction.

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## **EDUCATION**

### **Pakistan Institute of Public financial accountant (PIPFA) Intermediate level**

*Passing Year 2010*

### **Bachelor in Commerce (B.COM)**

University of Punjab Lahore Pakistan

*Passing Year 2006*

### **Intermediate in Commerce (I.COM)**

Board of intermediate & Secondary education Gujranwala Pakistan

*Passing Year 2004*

### **Secondary Education (G. Science)**

Board of intermediate & Secondary education Gujranwala Pakistan

*Passing Year 2002*