

Muhammad Tauqeer Fiaz

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D.O.B: 14-May-1990

License: Pakistan Driving License

Visa Type: Visit Visa

Mailing Address: Flat no 2610, Al-Majaz Sharjah-UAE.



Overview

- Accomplished Accounts professional with experience in Finance for over 9 years.
- Proficient in handling Account system, Audit and Filing of VAT Returns.
- Successfully handled End to End process of Financial Accounting for Manufacturing, Retail and Distributorship.
- Develop and Implement the SOP to maintain and Strengthen Internal Control.
- Manage the day to day task with preparation of MIS reports.
- Play an active role in supporting day to day operations and administration of the organization.
- Possess motivational management style with a record of being able to deliver positive results independently & Under pressure.

Education

- Master in Business Studies Virtual University of Pakistan – 2019
- Bachelors in Commerce University of Punjab, Pakistan – 2011

Certifications

- XERO Advisor
- QuickBooks Desktop Pro Advisor
- QuickBooks Online Pro Advisor

Competencies

- Bookkeeping, Petty Cash and bank Reconciliations.
- MIS and Financial Reports (IFRS)
- VAT Handling and Filing Returns
- Inventory Management and Stock Taking (IAS-2)
- Reconciliation and Audit Findings
- Consultancy (Umrah & Hajj ,Student Education Consultancy, Foreign Tours, Manpower Supply, Northern Side tour Pakistan)
- Office Management(Operational & Administrative Work)
- Free Lance

IT Skills

- Expert knowledge in using MS-Office (Word, Excel and Power point, Outlook)
- Quick Books, Acceder, Peach Tree
- SAP ERP
- CRM
- Online Accounting Software (QuickBooks)

Professional Experience

Vision Village (Pvt) Ltd Lahore, Pakistan (Canadian Base)

Jan 2021- 5th Jan-2022

Accounts Executive

(Company provides Tax consultancy)

Responsibilities:

- Recording Bookkeeping according to IFRS.
- Maintaining HST record and Filing HST Return.
- Filling Personal Taxes(T1)
- Filling Corporates Taxes (T2)
- Filling Self-employed Taxes (T125)
- Provide monthly internal accounts report to Clients.
- Prepare monthly payroll account reconciliation.

- Prepare the Monthly Expense Report and Submit to Clients.
- Manage Petty Cash and Review at the month end for the Accuracy.
- Prepare monthly bank reconciliation and Following up unreconciled Amount.
- Recording Bookkeeping of Sale, Purchase, and Inventory.
- Issue debit and credit note.
- Provide Tax Planning with existing clients
- Coordinate with staff members working on the same account to ensure consistent service.
- Collaborates with sales team to reach prospective clients.
- Keep records of client transactions.

Noor Al Zahra Technical Services LLC, Dubai- U.A.E

Nov 2020-Till Date

Admin & Accounts Manager (Free Lance work from Home)

(Company provides CCTV Services)

Responsibilities:

- Recording Bookkeeping according to IFRS.
- Maintaining VAT record and Filing VAT Return.
- Prepare monthly payroll and WPS account reconciliation.
- Prepare monthly bank reconciliation and Following up unreconciled Amount.
- A/R & P/A Handling.
- Prepare the Monthly Expense Report and Submit to CEO.
- Recording Bookkeeping of Sale, Purchase.
- Issue debit and credit note.
- Collaborates with sales team to reach prospective clients.(Through Emails & Contact Applications)
- Organize and schedule meetings and appointments
- Develop and maintain a filing system.
- Utilize logistics IT to optimize procedures.

Smile Food Stuff Trading L.L.C, Ajman, U.A.E

Jul 2019- Aug 2020

Accounts Manager

(Company Work in Food Stuff Trading)

Responsibilities:

- Recording Bookkeeping according to IFRS.
- Maintaining VAT record and Filing VAT Return.
- Provide monthly internal accounts report to management.
- Prepare monthly payroll and WPS account reconciliation.
- Prepare the Monthly Expense Report and Submit to Finance Manager.
- Provide Monthly Overtime, Taxi and OT meal to Employees.
- Manage Petty Cash and Review at the month end for the Accuracy.
- Prepare monthly bank reconciliation and Following up unreconciled Amount.
- Receiving cheques and depositing in bank.
- Recording Bookkeeping of Sale, Purchase, and Inventory.
- Issue debit and credit note.
- Generate sales among client accounts, including upsetting and cross-selling.
- Identifies opportunities to grow business with existing clients.
- Coordinate with staff members working on the same account to ensure consistent service.
- Collaborates with sales team to reach prospective clients.
- Keep records of client transactions.
- Liaise with clients, suppliers and transport companies.
- A/R & P/A Handling.
- Calculate, post business transactions, process invoices, verify financial data for use in maintaining accounts payable records, and provide other clerical support necessary to pay the obligations of the organization.
- Verify and calculate all extensions and totals on invoices (calculating and taking discounts when applicable), Check vendor files for any previous payments and assign voucher numbers.
- Adhere to all warehousing, handling and shipping legislation requirements.
- Preparing, examine, and analyse accounting records and financial statements to assess the accuracy.
- Check all GRN, DO, INV of purchasing and update ERP.

- Produce and distribute correspondence memos, letters, faxes and forms.
- Develop and maintain a filing system.
- Order office supplies.
- E-Ticketing & arrange travel arrangements (Hotel, Visa, Transport & etc.)
- Submit Reconcile expense report.

Rayan Travel & Tourism Lahore, Pakistan.

Sep 2017 -Jun 2019

Accounts Payable/Admin

(Company provides services in Tourism, Hotel & Manpower)

Responsibilities:

- Recording Bookkeeping of Sale, Purchase, and Inventory.
- Issue debit and credit note.
- Verify the Document receive through emailed and receive.
- Prepare Monthly Receivable report and Follow up for the payment.
- Maintaining Sale Tax record and Filing Sales Return.
- Manage petty cash, Credit Card account daily basis.
- Provide Monthly Internal Accounts report to management.
- Prepare Monthly Payroll sheet, Bank Reconciliation.
- E-Ticketing & arrange travel arrangements (Hotel, Visa, Transport & etc.)
- Manage office Admin work.
- Develop improved business functionality that increases profits.
- Communicate with management teams to confirm execution of company processes.
- Develop productive, profitable and achievement oriented working environment for employees.
- Address operational issues and concerns in a timely fashion.
- Coordinate with General Manager in different operational issues and promotional activities.
- Evaluate current operational strategies and recommend improvements.
- Generate operational reports for management as needed.
- Develop administrative staff by providing information, educational opportunities and experiential growth Opportunities.

Ahmed Traders, Lahore, Pakistan

July 2015- Sep 2017

Key Account Executive

(Company Work in Food Stuff Trading)

Responsibilities:

- Maintaining Books of account of company.
- Recording Sale and Purchase following IFRS.
- Issue Debit Note, Credit Note, Delivery Order and Purchase Orders.
- A/R & P/A Handling.
- Clarify any questionable invoice items, prices or receiving signatures.
- Obtain proper information and/or data regarding invoice payments, Review invoices and requisitions for satisfactory payment approval.
- Prepare the monthly Receivable and Payable Report.
- Maintain the Records (i: e Expense, Revenue).
- Manage petty cash account Daily basis.
- Inventory management, prepare the Quarterly Stock Taking Report and Revaluation of Inventory according to IAS-2.
- Prepare the Monthly Payroll Sheets in Accounting Software.
- Receiving Cheques and Depositing in Bank, Prepare the Post Date Cheque and Current Date Cheques Report.
- Prepare Monthly Bank Reconciliation Statement and follow up for unreconciled Amount.
- Generate sales among client accounts, including upsetting and cross-selling.
- Report to management regarding the finances of establishment.
- Check all GRN, DO, INV of purchasing. Develop and maintain a filing system.
- Produce and distribute correspondence memos, letters, faxes and forms.

Account Officer

(Company Provide services in Logistics, Warehousing, Import & Export)

Responsibilities:

- Review data about material assets, liabilities, capital stock, Revenue, income, and expenditures.
- Inspect account books and accounting systems for efficiency, effectiveness, and use of accepted accounting Procedures to record transactions.
- Inspect cash on hand, receivable and payable, negotiable securities, and cancelled checks to confirm Records are Accurate.
- Examine and Stock Take the inventory to verify the Records according to the IAS-2.
- Checking Sales and purchased bills entries etc.
- Preparation of monthly and daily reports, outstanding statement.
- Handling petty cash and preparing vouchers.
- Doing day to day transactions in ERP.
- Preparation of maintenance of various registers (Sales, Purchase, Journal, stock).
- Coordinate with Branch office and all other branches outside Lahore, Pakistan.
- Provide the assistance in external Audit and Internal Audit.
- Tally the trial Balance, Prepare Financials, Comparatives and Analysis.

Real Links Travel & Tours Pvt Ltd, Lahore, Pakistan**Nov 2009 –August 2012**

Accountant

(Company provides services in Tourism)

Responsibilities:

- Inspect account books and accounting systems for efficiency, effectiveness, and use of accepted accounting Procedures to record transactions.
- Inspect cash on hand, receivable and payable and cancelled checks to confirm Records are Accurate.
- Checking Sales and purchased bills entries etc.
- Handling petty cash and preparing vouchers.
- Doing day to day assign duties.
- Preparation of maintenance of various registers (Sales, Purchase, stock).
- Coordinate with Branch office and all other branches outside Lahore, Pakistan.
- Prepare documents for visa processing.
- Visit clients for recovery.
- Visit Airline office to deliver cheques and collect airway bills.