

# Salman Tahir Butt (MBA/MS Finance)

*A Proficient Financial & Accounting Expert*



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Contact: 0521459415

Visa: Visit

Age: 30 Years

## Why **Salman Butt**?

- ❖ An experienced and proficient finance professional having a progressive experience of around 8 years in Daily Operational activities, financial management Reporting, Payroll, Budgeting Planning & Forecasting, Accounts Payables, Accounts Receivables, Financial Analysis, Internal Controls, Internal & External Auditing and Corporate Taxes.
- ❖ Strong operational planning to achieve business goals by fostering innovation, prioritizing operations initiatives and coordinating with top management for evaluation, deployment and management of current and future resources across the organization.
- ❖ Expertise to transform analytical results into actionable and business-relevant recommendations.

## AREAS OF PROFESSIONAL STRENGTHS AND ENABLING SKILLS

- |                              |                                     |                           |
|------------------------------|-------------------------------------|---------------------------|
| ❖ Financial analysis         | ❖ Client/Bank Reconciliations       | ❖ ERP Oracle (software)   |
| ❖ Daily Financial Activities | ❖ Budgeting, Planning & Forecasting | ❖ HRIS (Software)         |
| ❖ Invoice Management         | ❖ Costing/Cost analysis             | ❖ Quick Book (Software)   |
| ❖ GL Reporting Module        | ❖ Internal and External Auditing    | ❖ Manager (Software)      |
| ❖ Corporate Taxes            | ❖ Accounts Payable Module           | ❖ PMS (Software)          |
| ❖ Expense Scheduling         | ❖ Accounts Receivable Module        | ❖ Peachtree (Software)    |
| ❖ Cash Funds Allocation      | ❖ Cost Vs Revenue Balancing         | ❖ Vendor Reporting        |
| ❖ Banks Funds Allocation     | ❖ Portfolio management              | ❖ Assets Management       |
| ❖ Payments Processing        | ❖ Cash management                   | ❖ Petty cash handling     |
| ❖ Financial Supervision      | ❖ Payroll Processing/ Reporting     | ❖ Analytical Calculations |
| ❖ Adjusting Entries          | ❖ Project Management                | ❖ Variance analysis       |

## PROFESSIONAL EXPERIENCE

### 1) POLE COMMUNICATION TECHNOLOGY PRIVATE (LIMITED)

**Designation:** Manager Accounts & Finance  
**Tenure:** July 2021 to Oct 2021 (3 Months)  
**Organization Type:** Wholesale & Manufacturing  
**Job Shift:** Morning  
**Reporting To:** Chief Executive Officer

#### **Responsibilities:**

- ❖ Maintains records of financial transactions by establishing accounts; posting transactions; ensure legal requirements compliance.
- ❖ Develops system to account for financial transactions by establishing a chart of accounts; defining bookkeeping policies and procedures.
- ❖ Maintains accounts by verifying, allocating, and posting transactions.
- ❖ Balances accounts by reconciling entries.
- ❖ Maintains general ledger by transferring account summaries.
- ❖ Balances general ledger by preparing a trial balance; reconciling entries.
- ❖ Maintains historical records by filing documents.
- ❖ Managed all accounting needs and account updates for cash sales operations.
- ❖ Input vendor payments and updated accounts to reflect updated balances.
- ❖ Updated general ledger of accounts with current, accurate and industry-compliant data to meet all internal and external audit requirements.
- ❖ Collaborated with internal teams and suppliers to evaluate costs against expected market price points and set structures to achieve profit targets.
- ❖ Applied proper codes to invoices, files and receipts to keep records organized and easily searchable.

- ❖ Assessed data and information to verify entry, calculation and billing code accuracy.
- ❖ Accurately calculated deductions and processed payroll for employees.
- ❖ Processed invoices and journal entries with efficiency and accuracy, resulting in decreased discrepancies.
- ❖ Prepared weekly & month-end sales & other reports.
- ❖ Sorted financial documents, coded accounting entries for data processing and posted daily receipts and payments.
- ❖ Diminished financial discrepancies and managed monetary transactions, including deposits and credit card transactions.
- ❖ Prepared and mailed invoices to customers, processed payments and documented account updates.
- ❖ Handled trade payable documentation by reviewing month-end accruals.
- ❖ Analyze and recommend cost and cost savings.
- ❖ Prepare and complete internal costs audits.
- ❖ Make estimates of new and proposed product costs.
- ❖ Plan budgets and prepare reports for multiple departments within a company.

## **2) IPS/P3 HEALTHCARE SOLUTIONS (American Based Companies)**

**Designation:** Assistant Manager Accounts & Finance  
**Tenure:** April 2018 TO July 2021 (3 Years 4 months)  
**Organization Type:** Medical Services, Software House  
**Job Shift:** Night  
**Reporting To:** Chief Financial Officer

### **Responsibilities:**

- ❖ Collecting, interpreting and reviewing financial information.
- ❖ Predicting future financial trends.
- ❖ Reporting to management and providing advice how the company and future business decisions might be impacted.
- ❖ Producing financial reports related to budgets, account payables, account receivables, expenses etc.
- ❖ Developing long-term business plans based on these reports.
- ❖ Reviewing, monitoring and managing budgets.
- ❖ Provide supervision for audit Payroll of a company prepared by HR and disburse it through Bank and Cash.
- ❖ Maintain employee short term and long-term loans with approval of CEO and incorporate it at the time of salary disbursement.
- ❖ Make a plan for Client payments after every 5 days, allocate a fixed date for each Client for payment, and then disburse client payments through this plan.
- ❖ Provide financial reports and interpret financial information to managerial staff while recommending further courses of action.
- ❖ Advise on investment activities and provide strategies that the company should take.
- ❖ Maintain the financial health of the organization.
- ❖ Analyze costs, variable contributions, sales results and the company's actual performance compared to the business plans.
- ❖ Develop trends and projections for the firm's finances.
- ❖ Prepare Income statement (P&L) for both sister companies IPS and P3.
- ❖ Maintain proper records of 10 business domains (revenues and Expenses) (highly confidential) and present to CFO at month end.
- ❖ Supervise all matters relating to Payments of Operational, Direct & Indirect Expenses and proper reporting of such Expenses.
- ❖ Handle medical billing department, consultancy department, health department and a call center invoices and get charged theses department's invoices in Dollars from USA through our CFO at daily basis.
- ❖ Close all business domains at day end and give daily cost and revenue earned report to CFO in USA at daily basis.
- ❖ Make various reports at CFO request in a well professional way that is related to company expenses and revenues and present it to CFO in USA.
- ❖ Make monthly expense schedules (Nature wise expense recording).
- ❖ Give final picture of salary expense and revenues earned in Dollars of company to CEO at month end.
- ❖ Maintain and update bank (Debit and credit) cards of foreign clients that are highly confidential, through which we charge Dollars to clients.
- ❖ Verify and review transactions to ensure compliance with the Financial Policies, Procedures of the Company and appropriate budget approvals.
- ❖ Responsible for timely payments to numerous suppliers as per prescribed process of the company.
- ❖ Review reports to assure proper completion of assigned work; reviews and acts on special comments noted by teams.
- ❖ Provide complete reporting to CEO relating to costing and revenues of different domains and advise them at different aspects.
- ❖ Supervise all employee related data that are salaries, incentives, Overtimes, loans and appraisals according to company policies.

### **3) WORLD CALL TELECOM LIMITED (An Oman-Tel Company)**

**Designation:** Team Lead *Finance*  
**Tenure:** Jun 2015 TO Dec 2018 (3 Years 7 months)  
**Organization Type:** Telecom Services  
**Job Shift:** Morning  
**Reporting To:** Manager Finance

#### **Responsibilities:**

- ❖ Prepare Payroll of a company (1800 Employees Approx.) and Disburse through software's like PMS, HRIS and with the help of Excel.
- ❖ Responsible for managing and reviewing all matters relating to the Payables and Payments of Operational, Direct & Indirect Expenses and Reporting of such Expenses.
- ❖ Assist in preparing financial statements as per accounting standards and international financial reporting framework thus ensuring compliance with statutory and company requirements.
- ❖ Verify and review transactions to ensure compliance with the Financial Policies, Procedures of the Company and appropriate budget approvals.
- ❖ Assist in Setting financial and investment goals, objectives and strategies in line with corporate strategy and company objectives.
- ❖ Responsible for timely payments to numerous suppliers as per prescribed process of the company.
- ❖ Conduct reviews and evaluations for cost-reduction opportunities.
- ❖ Liaison with the Treasury for the release of funds accomplice by bank Reconciliation and correspond with the Vendors for queries.
- ❖ Maintain and supervise Purchase Orders, Payment Approvals and Expense Report systems.
- ❖ Liase with auditors to ensure appropriate monitoring of company finances is maintained.
- ❖ Responsible for Preparing Payment Summaries for comparisons of forecasts, budgets and analytical procedures.
- ❖ Review reports to assure proper completion of assigned work; reviews and acts on special comments noted by teams.
- ❖ Maintain communication and correspondence with department heads to resolve invoice discrepancies/issues and ensure budget compliance.
- ❖ Responsible for Preparing Month end Closing Vouchers, Prepayment and Amortization Schedules and Monthly various Expense Schedules to support Trial Balance.
- ❖ Responsible for Assisting the department in Quarterly and Final Audit, correspondence with the Auditors to respond to queries (if any) and prepare briefs and reports to support workings for special projects during the period.
- ❖ Maintain and reconciliation of all Inter-Company Receivables and Payables and ensure proper posting of debit and credit notes within the divisions.
- ❖ Responsible for controlling, monitoring and maintaining company's financial resources for smooth business operations.
- ❖ Maintain and Supervise Data Entry in line with proper chart of Accounts into ERP and Internal Software.
- ❖ Responsible for Preparing Month end Closing Vouchers, Prepayment and Amortization Schedules and Monthly various Expense Schedules to support Trial Balance.
- ❖ Responsible for Assisting the department in Quarterly and Final Audit, correspondence with the Auditors to respond to queries (if any) and prepare briefs and reports to support workings for special projects during the period.

### **4) CLIFTON SPORTS INDUSTRY**

**Designation:** Senior *Accounts Officer*  
**Tenure:** Aug 2014 TO May 2015 (10 months)  
**Organization Type:** Manufacturing  
**Job Shift:** Morning  
**Reporting To:** Chief Executive Officer

#### **Responsibilities:**

- ❖ Manage all petty cash and office supply expenses for improvement of business operations.
- ❖ Prepare Cash Flows Forecasts and Budgets on monthly basis for management reporting purposes.
- ❖ Handle Bookkeeping functions including diversified Accounts payable/Accounts Receivable, Aging analysis, Expense Control procedures including Bank Account Reconciliations, Disbursements, Finance charges, Billing, Invoicing, Managing Purchase orders and responsible for completing General Ledgers on daily basis.
- ❖ Coordinate with management team for preparation of business plans, improvement and monitor financial accounting operations, risk management and related information systems.
- ❖ Maintaining daily stock report and reconcile with Goods dispatch notes, proper approvals of factory authorities and production sheet to ensure all are in place.

## ACADEMICS

- ❖ **Master's in Business Administration MBA (M-Phil Degree) (2015-2017)**  
**18 Years of Education**  
*(Dual Degree from IESEG Business School **France** and Superior University, Lahore  
(Score 3.1/4)*
- ❖ **Bachelors in Business Administration BBA (Hons) (Master Degree) (2010-2014)**  
**16 Years of Education**  
*University of Education, Lahore (Score 3.1/4)*
- ❖ **Intermediate in Pre-Engineering (2008-2010)**  
**12 Years of Education**  
*Board of Intermediate & Secondary Education, Lahore (Score 686/1100)*

## PROFESSIONAL TRAININGS

- ❖ **Training in ERP Oracle Financials R-12, July – August 2017**
  - Oracle Financials Apps E-Business Suite R-12, Accounts Payable
  - Oracle Financials Apps E-Business Suite R-12, Accounts Receivables
  - Oracle Financials Apps E-Business Suite R-12, Asset Management

## PROFESSIONAL CONFERENCE

- ❖ Best Presenter Award National Research Symposium (Superior University LHR)
- ❖ Best Presenter Award International Conference Of Management Research (Superior University LHR)

## PERSONAL INFORMATION

- ❖ **Nationality** : Pakistani
- ❖ **Residence** : Abu Dhabi (UAE)
- ❖ **Visa Status** : Visit
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- ❖ **Email** : [Salmantahir727@gmail.com](mailto:Salmantahir727@gmail.com)
- ❖ **Date of Birth** : 02 Mar 1991
- ❖ **Religion** : Islam
- ❖ **Marital Status** : Married