



Muhammad Taha Zaheer Qureshi - ACCA

Finance & Accounting Professional



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<http://bit.ly/2uhqg07>



Muhammad Taha Zaheer



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Personal Summary

- Performance oriented and proactive ACCA professional possessing immaculate knowledge of accounting controls, financial reporting, audit methodology, IAS, IFRS, accounts and bank reconciliation. Expert in working on SAP crystal reports, QuickBooks and Oracle NetSuite while rendering support in executing, preparing and planning audit strategy and audit reports.
- Level-headed professional with blend of academic credentials, analytical agility and relentless enthusiasm towards accounting systems and ERP, capable of executing measures to maintain consistency in internal controls as per SOP's.
- Effective team player having capability to ensure execution and timely management of services to meet company's objectives and deadlines. Has competency in domains of business communication, presentation and planning.

CORE STRENGTHS & ENABLING SKILLS

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|----------------------------------|----------------------------------|--------------------------------------|
| ▪ Finance & Accounts | ▪ Financial Modeling | ▪ IAS & IFRS |
| ▪ External Audit & Taxation | ▪ Receivable/Payable Management | ▪ Data Analytics foundations |
| ▪ Accounting Controls | ▪ Oracle NetSuite, QuickBooks | ▪ Interpersonal Skills |
| ▪ Accounts & Bank Reconciliation | ▪ Financial Analysis & Reporting | ▪ Hedge Currency/interest rate risks |

PROFESSIONAL EXPERIENCE

Computer Safari, Singapore

Working as "Finance and Admin Supervisor", May 2022 – July 2023

Responsibilities:

- Prepared monthly financial statements, including Profit and Loss Account and Cashflow statement.
- Maintaining Inventory record ensuring outdated and sold inventory are updated accurately.
- Dealing and maintaining relationship with existing and potential clients.
- Provide on the job training to polytechnic internship students.

Achievements:

- Successfully drove sales of computers and laptops, consistently exceeding monthly targets.
- Utilized in-depth hardware knowledge to provide expert consultation to clients, addressing their technical concerns and inquiries with precision.

Arthur Lawrence Business and IT Services Private Limited, Karachi, Pakistan

Working as "Supervisory Associate-Finance and Accounting Services", August 2020 – December 2021

Responsibilities/Accomplishments:

- Effectively manage the books of Accounts US based Clients to ensure completeness, accuracy, classification.
- Closed monthly books within tight deadlines provided by clients, meeting their expectations consistently.
- Successfully prepared Weekly forecasted Cash flow, enabling informed payment plans and revenue decisions.
- Successfully prepared 1099 forms of clients to report income and payments as per United States tax regulations.

Achievements:

- Led a team of junior accountants, providing guidance, mentorship, and oversight to optimize financial processes, resulting in improved accuracy and efficiency.
- Revamped the month-end close process, reducing the time required by 30% and improving accuracy.

Arthur Lawrence Business and IT Services Private Limited, Karachi, Pakistan

Working as ***“Senior Staff Accountant-Finance and Accounting Services”***, April 2019 – July 2020

Responsibilities/Accomplishments:

- Thoroughly monitored the bill grid in payables context, proficiently managing the recognition of monthly journal entries in clients' financial records.
- Preparing timely bank reconciliations for overall bank accounts of Clients, respond to any discrepancy identified to ensure accuracy.
- Managing payments through Checks and online banking for Account payables after getting approval from CFO.
- Effectively reconciled vendor and customer accounts to guarantee precise balances, contributing to accurate financial reporting and transparent accounts.

Achievements:

- Recognized for consistently delivering high-quality work and exceeding performance expectations, leading to the promotion to Supervisory Associate role.
- Implemented streamlined invoicing procedures that accelerated revenue recognition, leading to a 20% increase in monthly revenue.

Atrium Mall Management Private Limited, Karachi, Pakistan

Working as ***“Senior Accountant”***, January 2016 – March 2019

Responsibilities/Accomplishments:

- Effectively managed recognition of monthly journal entries in context to receivables and payables, drawings in company's ERP software and reporting manager for verification.
- Compiled precise monthly sales reports for food court, kiosks, and cinema, including HVAC timing data for invoicing.
- Maintaining monthly sales tax report summary and reporting to manager.
- Rendering support in reconciliation of customers' accounts by coordinating to those whose balance is due and report to operational management in cases of overdue balance for taking appropriate actions.

Achievements:

- Identified and resolved discrepancies in accounts receivable, leading to the recovery of outstanding payments and an increase in cash flow by 15%.
- Ensured a streamlined audit process, contributing to the successful completion of audits and adherence to regulatory standards.

Sandhu and Company - Chartered Accountants, Karachi, Pakistan

Working as ***“Audit Trainee”***, September 2014 – December 2015

Responsibilities/Accomplishments:

- Obtaining thorough understanding of the nature of the client's business, and regulatory environment in which it operates, perform initial overall analytical review and testing of internal controls and detailed testing of significant account balances and transactions.
- Assisting client with the preparation and presentation of Financial Statements in respect of disclosures and accounting treatments of complex transactions in the light of relevant reporting framework.
- Contributed to internal control effectiveness through involvement in interim audits, annual stock counts & cash count.

Achievements:

- Successfully navigated intricate financial transactions, ensuring accurate disclosures and adherence to relevant reporting frameworks. These efforts led to a 100% compliance rate in challenging accounting treatments.
- Contributed to the creation of final audit deliverables, including the audit report, covering letter to the board of directors, management letter, and various reporting packs. Played a key role in delivering comprehensive and informative audit documentation.

PROFESSIONAL QUALIFICATION

- **Association of Chartered Certified Accountants, United Kingdom (2023)**
ACCA Member.
 - **University of Karachi, Karachi, Pakistan (2012 – 2014)**
Bachelor of Commerce (B. Com)
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