**Muhammad Tayyab**

R-1288, Block 17, Federal B Area| Karachi | +92347-2433615 & +92302-8553605 | mtayyabismail@gmail.com

**Career Summary:**

Motivated, versatile, and experienced finance professional with more than five years of diversified work experience of developing systems to effectively integrate reporting, assistance in budgeting and forecasting in order to optimize value for money, effective communicator driven by solid analytical and leadership skills.

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| KEY AREAS OF EXPERTISE |

□ Invoice Payment □ Fixed assets □ Preparation of Accounts

□ Accrued Expenses & Reversals □ Bank Reconciliation □ Financial reporting

□ External/Internal Audit □ Develop & Implement of SOP □ Project Costing

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| PROFESSIONAL EXPERIENCE |

**Medline Technologies Pvt. Ltd – Karachi, Pakistan** from Jul 2016

Medline Technologies is a leading healthcare company. It’s an ISO 9001:2008 (QMS) certified firm. Its core business is to supply Hospital Furniture, Electro Medical Equipment’s, Sterilizers, Disinfectants, & Surgical Equipment’s to Government & Private Hospitals.

I joined Medline as an Accountant & promoted as a Senior Accountant. I was promoted after the performance appraisal, in which I was evaluated as one of the key performing employee of the Company.

**Senior Accountant**

**In this position my core responsibilities are:**

* Preparation of Accounts on monthly, Quarterly, Half Yearly &Yearend accounts;
* Preparation of Consolidated Quarterly accounts for all subsidiary companies;
* Reconciliation of Ledger Balances on Weekly basis;
* Recording of Daily Sales & Purchases (Local & Import) in SHERP;
* Reconciliation of Daily Cash & Bank Transactions in SHERP;
* Prepare Bank Reconciliation Statement on Weekly basis;
* Maintain & Update Fixed Assets register;
* E-Filling of Monthly Sales & WH Tax Return on FBR, IRIS & SRB Portal;
* Preparation of Monthly Payroll Sheet with calculation of Salary Tax, PF & EOBI Deductions;
* Monitoring & updating of Debtors aging report;
* Facilitate **internal** as well as tax audit conducted by FBR;

**Key achievements:-**

* Took active part in implementation of Sidat Hyder & Morshed Associates ERP (SHERP);
* Appreciation Email from Manager & Director Finance for Successfully implementation of Quickbooks (Single Handedly);
* Appreciation Email & Letter from Director Finance for Successfully implementation of SHERP within the given time.

**EDUCATION FUND FOR SINDH – EFS, Karachi, Pakistan** March 2014 to June 2016

EFS is a non-profit company established under company ordinance 1984 section 42. EFS successfully supported 130,000 OOSC.

I joined EFS in March 2014 as Accounts Officer. With sheer performance, I was promoted to the position of Accounts Executive in September 2015.

**Accounts Executive**

**In this position my core responsibilities are:**

* Led EVS Finance 3 persons team to:
  + Developed Fund Disbursement Template and synchronized in the ERP with IT team for a portfolio of over 600 schools;
  + Developed Education Voucher Scheme payment processing internal controls in the ERP;
  + Created daily tracker templates for schools payment monitoring;
* Developed **Standard Operating Procedures (SOP)** for the voucher payment function;
* Preparation of monthly payment vouchers for schools, checking of invoices for consistency & accuracy;
* **Preparation status of school payments & all other status regarding payments;**
* Prepare of Bank Payment vouchers on software & do respective entries in GL;
* Prepare all required accruals & reversal;
* Prepare Bank Reconciliation Statement for Company’s bank accounts;
* Developed school database identifying status such as active / complete / incomplete with spontaneous updates in the database for senior management;
* Maintaining database of school profiles for existing as well as potential partnership;
* Prepare Fixed assets schedule for the company;
* Facilitate **internal and external audit** as well as audit conducted by donor agencies (DFID-UK);

**Key achievements:-**

* Took active part in clearance of payments-back log for schools of 3 months in one month;
* Appreciation Email for efficient working in EVS Finance by CFO.

**Data Processing World Wide (DPW)** June 2011 to February 2014

DPW is bookkeeping & software service providing company provides services in Pakistan, U.S, U.K & Canada. I joined DPW in June 2011 as an Accounts Officer & promoted to Assistant Accountant in September 2011. With sheer performance, I was promoted to the position of Accountant.

**Accountant**

**In this position my core responsibilities are:**

* Preparation of the Accounts of the Sole Traders, Partnership & Limited Companies from Trial Balance to Finalization.
* Verification & Maintenance up to the requisite level of accuracy (Including relevant working i.e. Bank Reconciliation, Day Book Summarizing with the analysis & Control Accounts).
* Calculation of Value Added Tax (VAT) as per VAT Return on Daily Sales Book (Output Summary) & Purchase Book (Input Summary).
* Reconciliation & Establishment of PAYE (Pay as you earn) & National Insurance Liabilities.
* Establishment of General, Adjusting & Closing Entries by the help of computerized accounting software.
* Detection & Establishment of missing information with the timely relevant correspondence with the clients.

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| EDUCATION |

**PIPFA**, Pakistan Institute of Public Finance Accountants, – In Process

**Bachelor’s in Commerce,** 2011.

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| SPECIAL SKILLS |

Financial systems: Sidat Hyder ERP (SHERP), Sage50, Busy InfoTech, Salesforce, QuickBooks, Peachtree, Advance Excel

Technical: Certificate in Information Technology (CIT), Certificate of Microsoft Office

Workshop: Certification of Essential Management Skills, SRB Rules & Filling, WeBOC (SME Clinic)

Training: Advance MS Excel 2013, Advance MS Excel 2016

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| PERSONAL |

Father’s Name: Muhammad Ismail

Date of Birth: 30th September 1990

CNIC No.: 42000-3521942-1

References: Upon request