

AMJAD BASHIR

Senior Accounts & Finance Professional

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PROFESSIONAL SUMMARY

Detail-oriented and results-driven **Accounts & Finance Professional** with **15+ years of experience** in accounting, budgeting, auditing, taxation, and financial reporting across multinational and local organizations. Strong expertise in **QuickBooks (Online & Desktop)**, **Oracle-based accounting systems**, and **financial compliance** under Pakistan tax laws. Proven ability to manage end-to-end finance operations, ensure regulatory compliance, support audits, and deliver accurate financial insights for management decision-making.

CORE SKILLS

- Financial Accounting & Reporting
- Accounts Payable & Accounts Receivable
- Bank & Supplier Reconciliation
- Budgeting & Forecasting
- Payroll Processing
- Taxation (Income Tax, Sales Tax, Withholding Tax)
- Audit Coordination & Compliance
- General Ledger Management
- Financial Analysis
- Internal Controls

TECHNICAL SKILLS

- QuickBooks Online & Desktop
 - Oracle-based Accounting Software
 - Microsoft Excel (Advanced), Word, PowerPoint
 - Google Sheets
 - Internet & Email Communication
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PROFESSIONAL EXPERIENCE

Bookkeeper

My Transmission Expert Automotive (USA)

June 2022 – Present

- Manage complete bookkeeping operations using **QuickBooks Online & Desktop**
 - Record checks, deposits, journal entries, and general ledger transactions
 - Perform **bank and credit card reconciliations** each month
 - Handle **accounts payable and accounts receivable** processes
 - Process payroll and maintain payroll records
 - Prepare **financial reports**, budgeting, and forecasting data
 - Support tax preparation and ensure data accuracy
 - Maintain high accuracy in financial data entry using Excel and Google Sheets
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Manager Finance & Budget

China State Construction & Engineering Company Ltd.

August 2017 – May 2022

- Prepared and analyzed **financial statements, budgets, and management reports**
- Controlled income, cash flows, and operational expenditures

- Coordinated with suppliers, importers, and internal stakeholders
 - Conducted **bank and supplier reconciliations**
 - Managed supplier payments and **withholding tax compliance** under:
 - Income Tax Ordinance, 2001
 - Sales Tax Act, 1990
 - Punjab Sales Tax on Services Act, 2012
 - Sindh Sales Tax Act, 2011
 - Handled **import documentation**, Letters of Credit (LC), and payments
 - Reconciled accounts using **Oracle-based accounting software**
 - Prepared monthly budgets for supplier payments and routine expenses
 - Coordinated audit planning, reporting, and communication with senior management
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Assistant Manager Finance

Patron Chemicals

August 2012 – April 2017

- Performed **bank account and party reconciliations**
- Managed documentation for imports, bank guarantees, and credit facilities
- Prepared and posted accounting vouchers (BPV, APV, ARV, CPV)
- Processed payroll and salary disbursement
- Managed petty cash and monitored expenses
- Verified purchase invoices and inventory records

- Prepared financial data for reporting to CFO
 - Conducted physical stock verification
 - Coordinated with auditors during internal and external audits
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Audit & Tax Officer

Rashid & Co. (Auditors, Tax Consultants & Trademark Practitioners)

August 2009 – July 2012

- Filed **Income Tax and Sales Tax returns**
 - Prepared tax registration applications
 - Assisted in statutory audits of various companies
 - Prepared trademark registration documentation
 - Supported senior auditors during audit assignments
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EDUCATION & PROFESSIONAL QUALIFICATIONS

ACMA (Associate Cost & Management Accountant)

ICMAP, Karachi

Master of Commerce (M.Com) | 2009 – 2011

Bahauddin Zakariya University, Multan

Bachelor of Commerce (B.Com) | 2007 – 2008

Government College of Commerce, Rajan Pur
(2nd Division)

Intermediate in Computer Science (ICS) | 2005 – 2007

BISE D.G. Khan

Matriculation (Science) | 2002 – 2004

BISE D.G. Khan

LANGUAGES

- English (Reading, Writing, Speaking)
 - Urdu (Reading, Writing, Speaking)
 - Saraiki
 - Punjabi
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INTERESTS

- Financial & Business Reading
 - Professional Networking
 - International Affairs
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