

# MUHAMMAD UMAIR

Accountant | Bookkeeper

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## SUMMARY

Results-driven accountant with 3+ years of experience in financial analysis, US taxation, and process optimization. Certified QuickBooks and Xero Advisor with expertise in NetSuite, Bill.com, and ERP systems. Proven ability to streamline financial processes, reducing manual errors by 25%, and drive organizational efficiency through automation.

## EXPERIENCE

### Billing Specialist

TCP Software

04/2024 - Present Lahore, Pakistan

A leading provider of workforce management and time-tracking solutions.

- Managed subscriptions, invoices, and credits with high accuracy and integrity.
- Conducted account audits and resolved billing issues within SLA.
- Operated Salesforce, Zuora, and NetSuite for efficient billing and subscription management.
- Customized Excel tools to streamline billing processes, reducing manual errors by 25%.

### Senior Accountant

Cedar Financial

10/2022 - 04/2024 Lahore, Pakistan

A global leader in debt recovery and accounts receivable management services.

- Managed and processed client remittances via platforms like Bill.com, Western Union, and American Express, ensuring accurate and timely payments.
- Collaborated with the IT team to automate AR/AP processes, streamlining operations and enhancing efficiency by 30%.
- Leveraged Bill.com's import function to significantly reduce bill upload time, optimizing workflow by 25%.
- Reviewed vendor invoices for accuracy, conducted global payment processing, and reconciled bank accounts to maintain financial integrity.
- Generated detailed AP reports and assisted in preparing financial statements, supporting decision-making and compliance.

### Bookkeeper

Virtuous Bookkeeping

10/2021 - 10/2022 Lahore, Pakistan

A trusted provider of personalized bookkeeping and financial management services for businesses.

- Provided accurate and timely bookkeeping services, including account reconciliation, financial reporting.
- Utilized advanced accounting tools like QuickBooks and Xero to streamline processes and enhance financial accuracy.
- Delivered personalized support to help clients make informed financial decisions and optimize their operations.

## EDUCATION

### BS Accounting & Taxation

Hailey College of Commerce

2021 - Present

## LANGUAGES

English

Proficient



Urdu

Native



## KEY ACHIEVEMENTS



### Automated AR/AP Processes

Implemented RPA tools with the help of the IT team for deposits, and remittance statement extraction achieving a 30% efficiency boost.



### Billing Enhancements

Customized Excel tools to streamline billing processes, reducing manual errors by 25%



### QuickBooks and Xero Certification

Certified QuickBooks and Xero Advisor, ensuring efficient financial management and streamlined processes for clients.

## SKILLS

Financial Reporting

Bank Reconciliation

Advance Excel

Accounts Payable & Receivable

Financial Analysis

Problem Solving

Attention to Detail

Team Collaboration

## COURSES

Quickbooks Online Certification By Intuit

Xero Proadvisor Certification By Xero

US Tax Preparation, LLC Formation and ITIN Formation Course By IITC

## PASSIONS



### Financial Technology Innovation

Enthusiastic about leveraging technology to streamline financial operations and improve efficiency.