



## Muhammad Salman Manzoor

### Accountant

#### ABOUT ME:

4 Years of Professional experience in Accounts & Audit, management of Accounts receivable & Payables, and Reconciliation of debtors & creditors' accounts. And, I have good knowledge of accounting software (Odoo, Quick Book and Tally ERP). I am looking for a platform where I can improve myself. My long-term goal is to polish my skills, enhance my knowledge and be honest with work.

#### PROFESSIONAL WORK EXPERIENCES:

##### 1- Accountant:

Green Box Steel Industry Dubai, UAE.  
(Dec 2022- 2025)



#### JOB RESPONSIBILITIES & DUTIES:

- Posting of Purchases and Sales invoices for both Customers and Suppliers.
- Preparing and monitoring aging reports for accounts receivable and payables.
- Composing daily and monthly collections and payment disbursement reports.
- Processing customer payments (cash, cheques, banks) and vendor payments.
- Monthly reports on company sales and purchases for seniors' management.
- Conducting a physical audit of inventory items and comparing it to purchases.
- Preparing reports on posted inventory transactions' accuracy and discrepancies.
- Performed on daily basis bank reconciliations and identified the discrepancies.
- Maintaining documentation of petty cash transactions and managing petty cash.
- Preparing periodic reports on petty cash usage and balances for management.
- Calculating taxes and preparing returns for VAT Filing as per FTA Standards.
- Supporting my team with documentation records and systematic data in making company financial statements as per their requirements for decision making.
- Participating in monthly and annual accounts closing activities, including preparation of journal entries, reconciliation of accounts, and tax computations.
- Preparing requested documentation for company Internal and External Audit.
- Performing other accounting duties and supporting my team as required.
- Maintaining accurate and up-to-date accounting records, -keeping efficiency.

##### 2- Accountant cum Auditor:

Al Badar Engineering Company Lahore, Pakistan.  
(2020 –2022)



- Complete execution and Posting of Purchase & Sales Invoices.
- Preparing Debit & Credit Notes for Customers and Suppliers Invoices.
- Communication with vendors and customers regarding invoices and payments.
- Preparation of daily, monthly, and yearly Sales and Purchase Reports.
- Inspecting company Sales and purchase ledgers with gate passes books.
- Managing daily petty cash and reconciling cash ledger transactions.
- Posting daily and monthly accounting journal entries and their reconciliations.
- Audit of Store Inventory with Inward gate passes and Physical materials.
- Reconciliation of Bank, Customer, and Supplier accounts monthly and annually.
- Well-versed experience in office Documentation & keeping records.

- Posting company all Vouchers including Bank, Cash and Closing Adjustments Vouchers.
- Supporting the team to make reports regarding company financial statements.
- Providing reports and data to Seniors for monthly and annual account closing.

#### CONTACT INFORMATION:

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-  + 971523204524
-  Salman-Manzoor

#### KEY SKILLS

#### AREAS OF EXPERTISE:

- Bank Reconciliation
- Petty cash Management
- Store Inventory Management
- Receivables & Payables Management

#### INDUSTRIAL SKILLS:

- Management of Accounts Receivables & Payables.
- Debtors & Creditors account Reconciliation.
- Posting & Execution of Purchase & sales invoices.
- Bank Reconciliation on monthly basis.
- Preparation of monthly & yearly Sales Reports.
- Preparation of aging reports for purchase & sales.
- Petty Cash Management & Reconciliation.
- Preparation & posting all types of Vouchers.
- Audit of Company Purchase & Sales Invoices.
- Audit of Cash, Bank Vouchers and Store items.

#### PROFESSIONAL QUALIFICATION:

- Masters in accounting & finance– M.com-**  
University of Central Punjab (Lahore, Pakistan) -2018
- Bachelor's in commerce– B.com -**  
University of Punjab (Lahore, Pakistan) –2016

#### SOFTWARE SKILLS:

- ✓ Odoo Software
- ✓ TallyERP-9
- ✓ QuickBooks
- ✓ MS Excel

#### LANGUAGES KNOWN:

- English
- Urdu
- Hindi

#### HOBBIES:



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## **PROFESSIONAL SKILLS:**

- Able to organize own workload effectively and prioritize tasks.
- Possess excellent interpersonal and analytical skills.
- Can manage multiple projects in a fast-paced, deadline-driven environment.
- Ability to follow complex instructions.
- Skilled in planning, goal setting and scheduling.
- Good time management skills and prioritization skills.
- Superior attention to detail.
- Working well as a part of multi- disciplinary team.
- Confident, friendly and easy to get along with.
- Strongly committed to all projects from inception right through to the end.

## **PERSONAL DETAILS:**

Marital Status : Single  
Date of Birth : 22<sup>th</sup> November 1995  
Nationality : Pakistani