**MUHAMMAD KAMRAN**

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Hello @ 0346-2031525 & 0313-2259599

PROFESSIONAL SUMMARY

Results-orientated accounting professional with broad experience in a deadline-driven environment. Proven track record in consistently and effectively delivering accounting services that enhance the company's purpose and profitability.

SKILLS

* Ms Office
* Hardware
* Computerized Accounting (Peach Tree & Quick Book)
* SAP
* Accurate payment posting
* Bookkeeping
* Aging reports analysis
* Staff supervision
* Hardware evaluation
* Communications
* Reporting abilities
* Tax law understanding
* ERP (Enterprise Resource Planning) software
* Bookkeeping
* SAP expertise
* Networking

WORK HISTORY

**Payroll Officer**, 06/2018 to Current

**Epla Laboratories (Pvt) Ltd** – Site, Karachi, Sindh

* Performed calculations in payroll categories such as overtime, EOBI, SESSI, vacation and sick hours.
* Reconciled accounts such as retirement, tax contributions and health care benefits.
* Final settlement Process.
* Provided subject matter expertise to management and employees regarding payroll issues.
* Received and reviewed time records for 350 employees.
* Maintained employee confidence and protected payroll operations by keeping information confidential.
* Responded to employee questions and requests for information in timely and knowledgeable fashion.
* Altered employee tax status along with information regarding withholding.
* Developing and implementing HR strategies and initiatives aligned with the overall business strategy
* Bridging management and employee relations by addressing demands, grievances or other issues
* Managing the recruitment and selection process

**Senior Branch Accountant,** 07/2010 to 04/2018

**KASHF FOUNDATION**-Karachi-Sindh

* Processing of Invoices and payments, deduction of withholding tax.
* Maintains Accounts files, Petty Cash Handling, Issue & Posting Debit/Credit Vouchers.
* Cheques Collections and Depositing in Bank and Maintain Bank Vouchers statements.
* Working in SAP and Quick Book software.
* Preparation of Trail Balance
* Managing payables and Receivables.
* Pursue customers for timely payments.
* Can handle large amounts of cash efficiently and accurately
* Recording all data related to accounts & various tasks in Computerized Accounting system.
* Bank Reconciliation, Correction and adjustment in Books
* Disbursement Procedure
* Lead the team and supervising the Branch staff

EDUCATION

**Metric**: Science, 2004

**Aziz-e-Millat High School**-Karachi, Sindh

**I.COM**: Commerce, 2006

**Board of Intermediate Karachi**-Karachi, Sindh

**B.COM**: Commerce, 2010

**University of Karachi, Karachi**, Sindh

CERTIFICATION

* ACNS from Aptech computer education
* Computerized Accounting (Peach Tree & Quick Book)