

MUHAMMAD SHOAIB

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PROFILE

ACCA Fellow Member (Association of Chartered Certified Accountants) and **MBA Finance** (Staffordshire University) with significant work experience. I enjoy working on my own initiative or as part of a team and considered as reliable and trustworthy, hardworking and eager to learn new things. I am now hoping my next role will bring me a new and challenging position, one which will make best use of my existing skills and experience along with furthering my career development.

EDUCATION AND QUALIFICATIONS

STAFFORDSHIRE UNIVERSITY - MBA FINANCE

2022 - 2023

- Corporate Finance & Investment
- Cross-Cultural Management and Leadership
- Fintech & Data Analytics
- Risk Management for Sustainable Business
- Strategy for Value Creation

ASSOCIATION OF CHARTERED CERTIFIED ACCOUNTANTS - ACCA FELLOW MEMBER

2011 - 2015

- Advanced Audit and Assurance
- Advanced Taxation (United Kingdom)
- Strategic Business Reporting
- Strategic Business Analysis

ASSOCIATION OF CHARTERED CERTIFIED ACCOUNTANTS - CERTIFIED ACCOUNTING TECHNICIAN

2009 - 2010

- Foundations in Audit
- Foundations in Taxation
- Foundations in Financial Management
- Foundations in Financial Accounting and Reporting

EMPLOYMENT HISTORY

ACCOUNTANT, TAXBELL ASSOCIATES LIMITED (MANCHESTER, ENGLAND)

OCTOBER 2022 - PRESENT

- Maintain accurate and up-to-date financial records, including transactions, receipts, invoices, and expenses.
- Record all financial transactions into accounting software or manual ledgers, ensuring data accuracy and completeness.
- Regularly reconcile bank statements with the company's financial records to identify and resolve discrepancies.
- Manage accounts payable by processing vendor bills and accounts receivable by generating and sending customer invoices. Follow up on overdue payments and manage payment processing.
- Calculate employee wages, taxes, and benefits accurately and ensure timely payroll processing. Submit necessary payroll reports to HM Revenue & Customs (HMRC).
- Generate financial reports such as profit and loss statements, balance sheets, and cash flow statements as required for management or regulatory purposes.
- Prepare and file tax returns, including VAT (Value Added Tax) returns and annual tax filings, ensuring compliance with UK tax regulations.
- Assist in creating budgets and financial forecasts to help with financial planning and decision-making.
- Provide basic financial analysis by reviewing financial statements and identifying trends or anomalies. Offer insights into the company's financial performance.
- Ensure that financial records and practices comply with relevant accounting standards, such as International Financial Reporting Standards (IFRS), and UK tax laws.
- Assist external auditors during financial audits by providing necessary documentation and answering questions related to financial transactions.
- Offer basic financial advice to management, including cost-saving measures, cash flow management, and financial risk assessment.
- Maintain organized and accessible financial records, including supporting documents and receipts, in compliance with record-keeping requirements.
- Collaborate with colleagues, management, and external stakeholders on financial matters, providing clear and accurate financial information when necessary.

TREASURY SPECIALIST, LAHORE UNIVERSITY OF MANAGEMENT & SCIENCES (PAKISTAN)

JANUARY 2020 – SEPTEMBER 2022

- Monitor and manage the company's daily cash flows, ensuring that there is enough cash on hand to cover operational expenses and financial obligations.

- Develop and maintain cash flow forecasts to predict future cash needs and surpluses, helping the company make informed financial decisions.
- Maintain relationships with banks and financial institutions, negotiate banking services, and ensure compliance with banking agreements and covenants.
- Evaluate investment opportunities and manage the company's investment portfolio, aiming to optimize returns while maintaining a low level of risk.
- Oversee the company's debt portfolio, including loans, bonds, and other forms of financing. Ensure timely payments and refinancing when necessary to minimize borrowing costs.
- Identify and assess financial risks, such as interest rate risk, foreign exchange risk, and credit risk. Develop strategies to mitigate these risks.
- Plan and implement strategies to maintain adequate liquidity to meet short-term financial obligations and capitalize on investment opportunities.
- Ensure compliance with financial regulations and accounting standards, including IFRS (International Financial Reporting Standards), as well as reporting requirements related to debt and investments.
- Develop and implement hedging strategies to protect the company from adverse movements in exchange rates, interest rates, and commodity prices.
- Prepare and present regular treasury reports to senior management, providing insights into the company's financial position, risk exposure, and investment performance.
- Manage and negotiate credit facilities, such as revolving credit lines, to provide access to additional funding when needed.
- Assist with internal and external audits related to treasury functions, ensuring all financial transactions are properly documented and accounted for.
- Collaborate with other departments, such as finance, accounting, and procurement, to optimize cash flow processes and minimize financial risks.
- Stay informed about financial markets, economic conditions, and regulatory changes that may impact the organization's treasury operations.

SENIOR OFFICER – ACCOUNTING & FINANCE, LAHORE UNIVERSITY OF MANAGEMENT & SCIENCES (PAKISTAN)

AUGUST 2018 – DECEMBER 2019

- Prepare and analyse financial statements, including income statements, balance sheets, and cash flow statements, ensuring compliance with accounting standards.
- Assist in the development, monitoring, and maintenance of the organization's budgets, collaborating with various departments to ensure alignment with strategic objectives.
- Oversee the month-end closing process, including journal entries, accruals, and reconciliations, to ensure accurate and timely financial reporting.
- Reconcile bank statements and accounts to ensure that all transactions are properly recorded and discrepancies are investigated and resolved.
- Manage the processing of foreign payments, including international wire transfers and currency conversions, while adhering to foreign exchange regulations and optimizing exchange rates.
- Oversee the payment process for imports, ensuring timely payment of suppliers and compliance with import regulations. Also, manage local payments to vendors and service providers.
- Monitor and manage the organization's cash flow, including forecasting cash needs, optimizing cash balances, and coordinating with banks for liquidity management.
- Supervise the accounts payable and accounts receivable functions, overseeing the processing of invoices, payments, and collections.
- Ensure compliance with accounting standards and tax regulations, as well as company policies and procedures. Coordinate with external auditors during audits.
- Utilize financial software and systems to record transactions, maintain financial records, and generate financial reports.
- Assist in long-term financial forecasting, scenario planning, and sensitivity analysis to support strategic decision-making.
- Collaborate with external auditors during financial audits, ensuring the provision of necessary documentation and explanations, especially related to foreign transactions.

ACCOUNTANT, DIGITAL DEVICES TECHNOLOGY GROUP (PAKISTAN)

JUNE 2018 – JULY 2018

- Managing all Accounting Operations based on Accounting Principles
- Reconciliation of Bank and Balance Sheet Accounts
- Performing the Reconciliation of Accounts Payable and Receivables
- Filling of VAT Return in KSA
- Post & Adjust Necessary Monthly Journal Entries into the Accounting Software

RECONCILIATION ACCOUNTANT - PAYABLE & RECEIVABLE, NEXTCARE - CLAIMS MANAGEMENT SERVICES LLC (ALLIANZ WORLDWIDE PARTNERS) (DUBAI, UNITED ARAB EMIRATES)

APRIL 2016 – MAY 2018

- Ensuring accurate reconciliation between healthcare providers' claims and insurance companies' payments.
- Managing payments to healthcare providers in compliance with agreements and policies.
- Overseeing receivables from insurance companies and reconciling payments.

- Preparing concise financial reports for internal and external stakeholders.
- Ensuring adherence to regulatory and contractual requirements in claims processing.
- Optimizing financial processes to enhance accuracy and streamline operations.
- Collaborating with healthcare providers and insurers to resolve financial discrepancies.

ACCOUNTS OFFICER, HERITAGE INTERNATIONAL COLLEGE (PAKISTAN)

DECEMBER 2014 – JANUARY 2016

- Data Entry
- Accounts Receivables & Payable
- Banking, Processing Bank Deposits & Withdrawal
- Payroll Management
- Petty Cash Management

AUDIT & TAXATION ASSOCIATE, PARKER RANDALL – A.J.S CHARTERED ACCOUNTANTS (PAKISTAN)

JUNE 2012 – NOVEMBER 2014

- Audit & Assurance
- Internal Audit
- Finance Consultancy
- Taxation

AWARDS, SKILLS AND EXTRA QUALIFICATIONS

EXTRA QUALIFICATION	Professional Ethics Certificate and Advanced Diploma in Accounting & Business
IT SKILLS	SAP (FICO & S4 HANA), Sage, Microsoft Office & Outlook, Peach Tree, Quick Books, and Oracle Financial
SOFT SKILLS	Strong analytical and problem-solving skills Excellent written and verbal communication skills Resourceful in the completion of projects & effective at multi-tasking Work well as an individual and as a team member
LANGUAGES	English & Urdu

INTERESTS

- TECHNOLOGY AND E-LEARNING
- SPORTS AND HIKING

REFEREES

References are available upon request.