



# Muhammad Zeeshan



zeeshanabaid1990@yahoo.com



+92(346)4865135

## Career Objective

Astute, organized & people-oriented professional fully versed in business management & fundamentals. Equipped with extensive knowledge of reporting framework, practices & procedures including directing & overseeing organization's financial & budgetary activities & sales while identifying glitches to improve operations effectiveness & workforce diversity.

Diligent professional possessing strong commercial acumen with reflective observation to align accounting operations in shaping organizational culture by utilizing cross-cultural intelligence & global mindset. Adept at assessing needs, generating options and implementing solutions in collaboration with management.

---

## CORE STRENGTHS & ENABLING SKILLS

- Account Operations
- Sales Tax Returns
- Microsoft Office
- ERP
- Financial Statement
- Team Management
- Communication and Presentation skill

---

## PROFESSIONAL EXPERIENCE

### **ChenOne Stores Limited**

Working as "*Assistant Manager Accounts & Taxation*" since (April 2014 to till)

#### Responsibilities/Accomplishments

Leading and directing all sort of Data Recording in ERP, Analyzing, Presentation of Financial Statements in accordance with requirement of Companies Ordinance, International Accounting Standard and International Financial Reporting Standards.

#### Major Account Operations

- |                    |   |            |   |             |   |           |
|--------------------|---|------------|---|-------------|---|-----------|
| Account            | • | Financial  | • | Sales Tax & | • | Inventory |
| Receivable/Payable |   | Statements |   | Withholding |   |           |

#### Following are the major activities that are performed

- Preparing of sale tax invoices
- Reconciliation of All Mode of Sales Ledgers
- To maintain sales record
- Schedules' for Annual Audit
- Assist with the Annual Audit
- Calculation and deposit of with-holding tax of venders
- Calculation and deposit of with-holding tax of employees
- Filling of Withholding statement
- Preparation of bank reconciliations
- Filling of Sales Tax Return
- Sales Tax Reconciliation & rectification
- Authorized Issuance Withholding Sales Tax Certificates
- Prepare different analytical reports required by senior management

### Inventory Control

- Posting of consumption entries
- Stock adjustments & reconciliation
- Posting of item wise purchase sales tax and non sales tax invoice
- Stock transfer from distribution center to branches

### Accounts Receivable

- Review tenancy agreements of ChenOne Tower Multan
- Checking and posting rental invoices issued to tenants on monthly basis.
- Check and balance of monthly receivables , rental income, maintenance charges and utilities
- Calculations and payments of final settlements of left tenants
- Preparation of monthly profit and loss account of Multan Tower
- Follow up with tenants regarding all type of Recoveries i.e. rent, tax deduction CPR, maintenance charges, utility bills etc.,
- Monthly reconciliation of Customers ledgers.

While working as **Accounts Officer**, I was responsible for following activities:

### Accounts Payable

- Worked on aged payable reports for ascertaining funds requirements
- Managing payments to Parties
- Calculation of with-holding tax of venders and provide to Tax department for depositing.
- Establish and maintain supplier accounts
- Processes supplier invoices
- Data entry of general vouchers, payments, receipts, PO invoices.
- Manage payments of all utility bills (PTCL, Electricity, Sui Gas, WASA)
- Facilitate to internal and external audits as a result of sound recordkeeping and thorough documentation.
- Working on acquisition, deprecation and disposal accounting entries
- Prepare internal division debit / credit notes.
- Maintain and open new vendor's accounts, customer's accounts, expense code in data base.

---

### Education

**M.Com (Finance)**                      **2010-2012**

G.C University Faisalabad

**B.com**                                      **2008-2010**

Punjab University Lahore

---

### Training/Certification

- **SAP Financial Accounting (FI)** from Asipt Systems Lahore
- Organizational Elements/Basic Settings
- General Ledger
- Accounts Payable
- Accounts Receivable
- Bank Accounting
- Asset Accounting
- **Sage Accpac (Accounting Software)**