

MUHAMMAD TAHA TARIQ



Gulshan e Iqbal Block 2, Khi.



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Objective

Enthusiastic professional pursuing ACCA focused in Finance, Accounting and Audit. Experienced Financial Accounting Officer eager to grow professionally with strong Financial Accounting, Analytical, Communication and Training Skills.

Experience

Accounts Assistant- (Accounts and Finance Department) | April, 2021 Till Date

Lakhani Builders & Developer

- Reconciliation of accounts -monitoring customer account details for non-payments, delayed payments and other irregularities to maintain accounts receivables & payables.
- Managed all aspects of payroll, created paychecks, compiled employee working records, and updated payroll spreadsheet.
- Manage payroll, keeping track of employee hours, overtime, and pay rates, entering information into spreadsheets, and creating reports for management.
- Prepare Daily Basis Bank Position Report and submit to CEO
- Prepare Profitability Analysis Report on monthly basis.
- Organizing ledgers for clients - individual client ledgers and update with movements in account.
- Performed monthly P&L and balance sheet preparation, bank reconciliation.

Finance System Assistant- (Finance Department) | March,2019 to April,2021

Sidat Hyder Morshed Associates

- Manage the reimbursement claims of the field staff.
- Assist in managing logistics and vendor directing.
- Preparation of Training Activity Report (TAR) and signed from officials.
- Managing expense claim vouchers and share report on Monthly bases to accounts.
- Analysis Financial information and summarize financial status.
- Networked with Vendors, clients, Contractors & Professional Services Personnel to Receive Orders and payments.
- Direct Activities and Communicate Instructions with accounts for vendor's payments.
- Compiled Detailed Reports of Events and Manage Budget and Expenses.
- Monitored Line Processes to Maintain Consistency in Quality, Quantity and Presentation.
- Update all invoices, Incoming and Outgoing payment in SAP Business by design
- Assist in preparation of appropriate documentation of Journal entries and general ledger reconciliation in SAP Business by design.

Finance Trainee- (Accounts Department) |

July,2018 till Feb,2019

Hertz-Optimus Private Ltd (Subsidiary of Hertz International)

- Data entry of voucher (JV, CPV, BPV and RV) in "Sidat Hyder Financial Software".
- Substantiate Financial transaction by auditing the documents
- Reconcile Financial discrepancies by assembling and analyzing accounts information.
- Processing Vendor cheque after aging approval from CFO.
- Assist in reconciliation of petty cash and bank reconciliation.
- Assist in facilitating internal or external audit.

Education

ACCA- UK Association of Chartered Certified Accountants- UK

|2019

- Audit and Assurance
- Financial Reporting
- Financial Management
- Taxation

Bachelor of Commerce | University of Karachi

|2017

Skills & Abilities

Financial Accounting | Financial Management | Financial Reporting | Auditing | Communication

- Financial Analysis, Cost Accounting, Financial Managing, Budgeting, Account Reconciliation.
- Internal Departmental Auditing, Taxation & Report Writing Skills
- Facilitation Skills, Capacity Building, Analytical Ability, Client dealing and Negotiation & Conflict Resolution Skills
- Team Management, Teaching, Training, Presentation, negotiation Communication & Counselling

Application Packages:

- MS Office (MS- Excel, Power Point etc.)
- Quick Books Accounting Software
- SAP Business By Design
- Sidat Hyder Financial Software
- G- Ledger System Software

Courses & Certifications

- **Introduction In Corporate Finance**
 - **Introduction to Human Experience Management**
 - **Taxation In Pakistan**
 - **The Power of Experience Management**
 - **Quick Books Software**
 - **Financial Market**
 - **Internet of Things**
- Institute of Corporate Finance**
Corporate financial matter in modern Finance
(XM Institute/Open SAP)
Human experience management and how individual work in all `Situation
- Team One –UoK (University of Karachi)**
One day workshop related basic taxation in Pakistan
Include Individual or Salaried persons
XM Institute/Open SAP
Stress Management for Managers
- Virtual University/Digiskills**
Detail working on Quick Books System Software
(Yale University)
Financial market and risk diversification
XM Institute/Open SAP
Detail course of IoT used in modern technologies

Reference: Will be furnished on request.