



Muhammad Suleman Tahir

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Iqama Status: **Transferable**

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ACADEMICS & PROFESSIONAL QUALIFICATION:

SOCPA

(Associate Membership)

Institute: Saudi Organization for Chartered and Professional Accountants

Associate Member (M # 152499)

PAA

(Professional Accounting Affiliate)

Institute: Institute of Chartered Accountants of Pakistan (ICAP)

Affiliate Member (PAA # 1093)

APFA

(Associate Public Finance Accountant)

Institute: Pakistan Institute of Public Finance Accountants (PIPFA)

Associate Member (APFA # 8775)

C.A. (Finalist)

(Certificate in Finance and Accounting Professional)

Institute: Institute of Chartered Accountants of Pakistan (ICAP)

Status: 17 Paper Passed from 21

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Rest in Progress

M.B.A (Banking & Finance)

(Master in Business administration)

University: University of Agriculture Faisalabad (UAF)

Status: Passed in 2017

B. Com

(Bachelor in commerce)

University: University of Punjab, Lahore

Status: Passed in 2013

BRIEF PROFILE:

More than seven years of dedicated accounting and auditing experience, I've mastered financial analysis, strategies planning, financial budgeting, and compliance, showcasing proficiency in crafting precise financial statements and navigating complex regulatory frameworks. My background spans performance measuring of company, audits, process enhancements, and successful project management through seamless collaboration across diverse teams.

I seek a challenging role in financial control to boost my analytical skills, implement financial strategies, and ensure regulatory adherence. My commitment lies in process optimization, driving efficiency, and contributing to organizational growth. I'm enthusiastic about excelling in a competitive environment, channeling my experience, dedication, and strong work ethics for continual professional advancement.

PROFESSIONAL EXPERIENCE:

Senior Accountant – GOLDENSIDE - MYTABLE

(From April 2024 to Present Day)

Some essential tasks that I perform in my day-to-day working are listed below:

- Preparation of the Financial Statements.
- Maintaining account documentation and financial monitoring.
- Reports on debtors, creditors and others Preparation of monthly and quarterly accounts in compliance with the corporate.
- Reconciling reports to third party records such as bank statements.
- Recording day-to-day transactions.
- Prepared Bank reconciliation statement to find discrepancies.
- Preparation of payment receipt and vouchers.
- Handle financial information with discretion. Conducting financial audits to ensure compliance with accounting principles and regulations.
- Established tables of accounts and assigned entries to proper accounts.
- Prepared aging analysis reports of suppliers and customers.
- Preparation of VAT return and filed to relevant authorities.

Accounts Manager - MADINA GROUP OF INDUSTRIES

(From June 2023 to February 2024)

Madina Group of Industries is one of the leading groups in Pakistan. I responsible for managing accounts within the Education and Manufacturing sectors at Madina Group of Industries, a prominent organization in Pakistan with diverse business ventures including Hospitality and Healthcare. Key responsibilities include financial oversight, budget management, and accounting duties for both sectors. Tasked with ensuring accurate financial records and facilitating seamless financial operations within these sectors.

Some essential tasks that I perform in my day-to-day working are listed below:

- Preparation of the Financial Statements.
- Develop comprehensive financial strategies aligned with the organization's strategic objectives and improving internal controls and procedures.
- Preparation of financial planning and financial budgeting.
- Evaluate investment opportunities and allocate capital resources effectively to maximize returns and support strategic initiatives.
- Prepared aging analysis reports of suppliers and customers.
- Established tables of accounts and assigned entries to proper accounts.
- Analysed business operations and trends to project future revenues/expenses.
- Computed taxes owed and prepared tax returns, ensuring compliance with payment, reporting and other tax requirements.
- Developed, maintained, analysed budgets and performance measuring, preparing periodic reports that compared budgeted costs to actual costs.
- Provide insights through financial data analysis.
- Contribute to financial planning and decision-making.
- Handle financial information with discretion. Conducting financial audits to ensure compliance with accounting principles and regulations.
- Monitoring compliance with laws, regulations, and industry standards.

COMPUTER SKILLS

- Latest Microsoft Office applications, including Excel, Visio, Access, Word, and Power point.
- Accounting software, including Xero, QuickBooks, SAP, Microsoft dynamics GP, ERP.

CORE SKILLS

- | | |
|--|---|
| <ul style="list-style-type: none">• Time Management• Feasibility Report• Team Management• Business Analysis• Client Relationships• Problem Solver | <ul style="list-style-type: none">• External Audit• Risk Assessment• Analytical Skills• Interim Reviews• IFRS• Decision Making• Quick Learner |
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PERSONAL INFORMATION:

Material Status	Married
Age	30 Years
Driving license	Saudi Pakistani
Nationality	Pakistani

Audit & Accounts Supervisor – ZAHID JAMIL & CO. CHARTERED ACCOUNTANTS

(From June 2020 to June 2023)

Three (3) years professional experience (From June 2020 to June 2023) with Zahid Jamil & Co. Chartered Accountants, Pakistan (An independent member firm of Prime Global) and on panel of State Bank of Pakistan (QCR). During my tenure at Zahid Jamil & Co, I was involved in various types of assignments, which includes:

- Internal Audit and specialized nature assignments
- External Audit and Financial Reporting
- Accounting & Bookkeeping assignments

MAJOR CLIENTS:

- | | |
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| <ul style="list-style-type: none">• Amil Exports• Arshad Corporation Pvt Ltd• Al-Rehman Cloth Export• Al-Hamra Textiles• Al-Hamra Fabrics• Ideal Rice Industries Pvt Ltd | <ul style="list-style-type: none">• Rashid textile Printing Pvt Ltd• Ajwa Textile Pvt Ltd• Al-Rehman Global Tex• Diamond Export Pvt Ltd• Anjum Textile Pvt Ltd• United Industries Limited |
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Assistant Account Manager - OILTRADE PRIVATE LIMITED

(From December 2017 to December 2019)

Some essential tasks that I perform in my day-to-day working are listed below:

- Preparation of the Financial Statements.
- Maintaining account documentation and financial monitoring.
- Assisting with reporting, analysis, and problem-solving.
- Reports on debtors, creditors and others Preparation of monthly, quarterly, half-yearly and annual management accounts in compliance with the corporate.
- Reconciling reports to third party records such as bank statements.
- Recording day-to-day transactions.
- Prepared Bank reconciliation statement to find discrepancies.
- Preparation of payment receipt and vouchers.
- Prepared aging analysis reports of suppliers and customers.
- Updated the imports and exports filing and documentation for annual year audit.

Assistant Payroll Manager - BBG PROFESSIONALS CHARTERED ACCOUNTANTS

(From January 2016 to December 2017)

Some essential tasks that I perform in my day-to-day working are listed below:

- Assisting in processing and managing employee payroll.
- Maintaining accurate payroll documentation and records.
- Ensuring compliance with tax and labour regulations.
- Resolving payroll-related inquiries and issues.
- Assisting in payroll audits and reconciliations.
- Supporting payroll system maintenance and improvements.
- Generating payroll reports and analysis.
- Staying updated on payroll laws and best practices.

OTHER SKILLS AND CERTIFICATES:

Notable Achievements and Co-curricular activities:

- Completed Presentation and Communication Skills Course (PCSC) recommended by ICAP focusing on presentation techniques and group discussions.

Certificates:

- Complete certificate of Introduction to Business Analysis Using Spreadsheets: Basics from Coursera.
- Complete certificate of Bookkeeping Basics from Coursera.

REFERENCES

Reference will be furnished on demand.