

SYED QANDEEL ABBAS SHAMSI

FINANCE AND ACCOUNTS



CONTACT

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Ghala Industrial area,
Muscat, Oman

SKILLS

- Project Management
- Public Relations
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking
- Digital Marketing

LANGUAGES

- English (Fluent)
- Urdu (Fluent)
- Punjabi (Fluent)



PROFILE

I am a detail-oriented accountant having 7 years of experience with a strong background in financial reporting, tax preparation, and budgeting. I specialize in helping businesses streamline their financial processes and ensure compliance with regulations. My work is driven by a passion for accuracy and helping clients achieve long-term financial stability.



WORK EXPERIENCE

AL RABEH HEAVY EQUIPMENT SPARE PARTS SEP 2024 TO PRESENT
MUSCAT, OMAN

FINANCE MANAGER

- Working on daily entries of Cash/Credit sales data and their adjustments in accounting software(PACT REVEN U).
- Daily entries of petty cash expense bills in system and tally petty cash with system to check equal figures.
- Updated and maintain sales report (Cash or Credit Sales).
- Updated general ledger with latest entries.
- working on daily customer follow up for receivables.
- overlook on all overseas suppliers (shipments from other countries) payments.
- Completed year-end closing processes and working on Vat after each quarter every 3 months.
- working on yearly ended tax and help auditor for all audit procedures.
- Making Salaries on beginning of every month for employees.
- Making local supplier payments after reconcile their ledgers.

AL WAD AL RAID NOV 2023 TO JULY 2024
MUSCAT, OMAN

ACCOUNTANT

- Reconciled accounts and reviewed expense data, net worth, and assets.
- Documented cash, credit, fixed assets, accrued expenses, and line of credit transactions.
- Completed daily cash functions like account tracking, payroll and wage allocations, budgeting, donating, and cash, and banking reconciliations.
- Evaluated and improved financial records to make important business decisions.
- Partnered with auditors to track errors and add contributions to maintain accuracy.

OPTO ELECTRONICS 2020 TO 2023
LAHORE, PAKISTAN

ACCOUNTANT

- Conducted financial analysis on sales data.
- Updated and maintenance of all sales data.
- Managing invoicing and billing process.
- working on payroll procedures for all employees
- Prepared financial statements related to sales incentives.
- Working on strong follow up for receivables from customers
- Working on budgeting forecasting.

EXPERTISE IN ACCOUNTING SOFTWARES

- PACT REVENUE U
- CYRIX ACCOUNTING SOFTWARE
- ODOO ACCOUNTING
- TALLY ERP
- ORACLE ERP
- QUICKBOOK

COMPUTER SKILLS

- MS OFFICE
- OUTLOOK
- MS EXCEL(EXPERT LEVEL)
- MS POWER POINT
- COREL DRAW
- ADOBE PHOTOSHOP
- INPAGE 24

IFTIKHAR ACADEMY LAHORE, PAKISTAN

2019 TO 2020

ACCOUNTS OFFICER

- Prepare and maintain accurate financial records, including income statements, balance sheets, and cash flow statements.
- Ensure that reports comply with accounting standards and regulatory requirements
- Oversee the collection of tuition fees, grants, donations, and other income sources, ensuring accurate recording and timely processing.
- Monitor budget performance and provide recommendations for cost control or adjustments based on actual financial results.
Handle payments to vendors, suppliers, and contractors for services and goods provided to the institution.

ZAMEEN.COM LAHORE, PAKISTAN

2019 TO 2020

FINANCE OFFICER

- Develop and manage the company's annual financial budgets, ensuring alignment with the company's strategic goals and objectives.
- Forecast revenue and expenditures based on real estate market trends and project timelines.
- Monitor budget performance and recommend adjustments to improve financial outcomes.
- Evaluate potential real estate investments and projects by analyzing market conditions, property valuations, and financial returns.
- Perform cost-benefit analyses to help determine whether projects or investments align with the company's financial goals.
- Advise senior management on investment opportunities and risks.
- Ensure compliance with tax regulations related to real estate transactions, including property taxes, capital gains, and other real estate-specific taxes.
- Plan tax strategies to minimize the company's tax liabilities and maximize tax benefits related to property transactions.
Work closely with tax professionals and auditors to ensure proper filing and tax reporting.

ZAIN ENTERPRISES LAHORE, PAKISTAN

2016 TO 2018

ACCOUNTS TRAINEE

- Assist in entering financial transactions into accounting software or spreadsheets.
- Help maintain accurate and up-to-date ledgers and journals.
- Record and categorize expenses, income, and other financial data as required.
- Assist in managing accounts payable (AP) and accounts receivable (AR).
- Help process invoices and prepare payments to vendors.
- Assist in issuing invoices to clients, tracking payments, and following up on overdue accounts.
- Assist in preparing and filing tax returns under the guidance of senior accountants or tax experts.
- Help gather necessary documents for tax filing and ensure all financial information is correctly reported.
- Assist in processing payroll, ensuring employees are paid on time and in accordance with company policies.
Help maintain payroll records, including deductions, benefits, and overtime.

EDUCATION

BS (HONS) IN ACCOUNTING & FINANCE
UNIVERSITY OF LAHORE

2012 TO 2016