

SYED MUHAMMAD AFZAL

MBA (Finance), Bachelor of Commerce (B.Com)

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Visa Status: Visit Visa



PROFESSIONAL SUMMERY:

An experienced, hardworking and result-oriented individual presenting over 10 years of experience in the relevant field of “Accounts & Finance” looking for permanent opportunity in a renowned and esteemed organization which provides a platform to explore myself, my skills and capabilities while making positive contributions to the organization and to achieve professional excellence.

KEY EXPERTISE:

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|-----------------------|----------------------------|--------------------------|
| ▪ Bank Reconciliation | ▪ Payroll Administration | ▪ Petty Cash |
| ▪ Book keeping | ▪ Receivables and Payables | ▪ Salary tax calculation |

PROFESSIONAL EXPERIENCE:

TABROS PHARMA (PVT) LTD. (KARACHI)

Executive Accounts (May 2022 – Aug 2023)

- Processing accounts and incoming payments in compliance with financial policies and procedures.
- Performing daily financial transactions, including accounts receivable data verification, classification, computation, posting, and recording.
- Coordinating sales tax reporting and reconciliations with the senior accountant.
- Updating client accounts with invoices and settlements in accounting software.
- Keeping track of, handling, and registering petty cash expenditures.
- Preparing bank reconciliations on a biweekly basis and tracking bank transactions for LG and LC.
- Overseeing payroll operations for field force, head office, and plant employees making sure that TimeTrax HRMS accurately processes payroll on a regular basis
- Maintaining and regularly managing all employee bank information and coordinating together with colleagues in the HR division to guarantee a seamless monthly salary process.
- Coordinating payments, such as transferring salaries to employee accounts.
- Processing payroll for bonuses, leave encashments, and other associated payments.
- Making sure the resigned employee is paid in accordance with corporate rules when calculating the final settlement for them.
- Producing payroll reports for month-end procedures and creating payroll journal entries.
- Keeping all payroll reports and backup paperwork in order

FASHION KNIT INDUSTRIES (KARACHI)

Associate Finance Officer (October 2019 – May 2022)

- Finding more effective tax-saving opportunities by speaking with other cross-functional departments.
- Planning actions to prevent tax-related errors in the financial statement of the company.
- The calculation of tax liabilities for the payment of advance tax on a quarterly basis.
- Verifying the accuracy of the withholding tax deducted when paying vendors in accordance with the relevant tax rules and regulations.
- Keeping track of all tax payments, withholding tax certificates, and exemption certificates.
- Making income tax return workings and schedules in accordance with the applicable requirements and after consulting a tax professional.
- Educate the accounting department on tax issues so that they can record regular financial transactions without incurring a fine from the tax authorities.
- Examining labor staff pay on a regular basis and looking for manual mistakes.
- Carrying out an audit for bonus, leave encashment and final payments of fired or resigned employees.
- Checking the general ledger of the company's accounting system's accounting entries for accuracy in terms of head of accounts and financial accuracy was completed.

- Carrying out any additional tasks delegated by the manager.

Accounts Officer (August 2014 – October 2019)

- Carry out accounting transactions, such as posting corrective journal entries that result from account reconciliations.
- Follow-up, payment collection, and allocation.
- Checking client account information for abnormalities, including non-payments and delayed payments.
- Keep track of customer accounts receivable.
- Regular follow-up on disputed balances and quarterly reporting.
- Checking the accuracy of invoices and other accounting records and documentation.
- Actively engage in the monthly closing of payroll and a portion of sales tax.
- Recording export remittances as soon as they are received in bank accounts and reconciling them every month.
- Setting up bank reconciliation for accounts used for everyday transactions.
- Recording financial transactions by providing account details.
- Keeping track of every day's sales and refunds from customers.
- Prepare payroll and send remittances, including transfers of salaries to employee accounts.
- Checking the accuracy and timeliness of postings to general ledgers.

ADVANCE BUSINESS SYSTEMS (KARACHI)

Accounts & Finance Assistant (September 2011 - August 2014)

- Control inventory account balances.
- Prepare the payroll each month.
- Review of account/bank reconciliations and separation costs for all locations.
- Prepare the bank reconciliations and other assigned accounts.
- Assist with year-end closing.
- Maintain Excel and software-based vendor files.
- Interact with consumers every day to carry out orders in accordance with their requests.
- Posting of all entries for vouchers in bulk following audit trail verification.
- Maintain a local consumer ledger and an international vendor ledger.

EDUCATION:

- **2015-2018:** **MASTER OF BUSINESS ADMINISTRATION. (MBA)**
(Completed) **(FINANCE & ACCOUNTING)**
(KASB INSTITUTE OF TECHNOLOGY)
ELECTIVE COURSES: Analysis of Financial Statement, Financial Management Islamic Financial, Advance Taxation.
- **2010 –2015** : **BACHELORS OF COMMERCE. (B.COM)**
GOVT. COLLEGE OF COMMERCE & ECONOMICS
- **2005 – 2007** : **H.S.C. EXAMINATION (COMMERCE).**
GOVT. JINNAH COLLEGE
- **2003 – 2005** : **S.S.C. EXAMINATION (SCIENCE).**
DELL ACADEMY SCHOOL

SOFTWARE PACKAGES AND COMPUTER SKILLS:

- Excellent ability to interact and communicate with individuals from many walks of life.
- Proficient in Microsoft Office, Payroll ERP HCMS, Accounting ERP, FMIS.
- A significant aspect of my personality is taking the initiative and pursuing constant improvement.
- The capacity to maintain accuracy and quality of work while meeting deadlines.
- Having excellent QuickBooks and Peachtree knowledge.