

# Suleman Butt

DoB: October 25, 1979

Address: 138-A, New Chouburji Park, Lahore. Pakistan.

E-mail: [butt857@hotmail.com](mailto:butt857@hotmail.com) , Mobile: +92336-0099660

## CAREER OBJECTIVE

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To work at a challenging position within a dynamic organization for mutual gain and growth.

## EXECUTIVE SUMMARY

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Have over 18 years of experience in Admin & Finance with following achievements: i.e., system development, SOPS, Implementation of QuickBooks System with Accounting Standards, Assisted Software Team in the Development of Company's Intranet Portal, Sales Tax and Withholding Tax Expert, Prepared & Implemented ISO 9001:2015 Standards in the Company.

## CORE COMPETENCIES:

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- Organizational Development. (OD)
- Training & Development
- Preparing financial statements & analysis
- Computing & tax planning
- Managing , leading teams & workloads
- Designing & developing multipurpose reconciliation
- Aligning & developing accounting system

## WORK EXPERIENCE

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### **General Manager & CFO – Zamirsons Petroleum Industries (Pvt) Ltd (Group of Companies): (A Leading Lubricating Oil Manufacturer) (August, 2004 Till date)**

Assists CEO and Directors in the development and implementation of Accounting Rules and Procedure. To develop the corporate culture around the agreed vision and values provide a framework of clear taxation and responsibilities

#### **Job responsibilities:-**

- Compile and analyze the financial information to prepare business transaction and Resolve Accounting discrepancies.
- Stock management along with evaluation, purchase cycle and purchasing strategy.
- Costing of material.
- Complete payroll management
- Tax matters (FBR & PRA) and e-filing of income tax and sales tax returns.
- SECP related matters.
- Review Banks & Suppliers reconciliation
- Quantitative and Qualitative Schedule
- Keep tight control on inventory and periodically physical audit of the inventory
- Handling and maintaining Accounts up to Finalization.
- Control overall Accounting and financial matters.

- Review Parties Statements, payroll entries, expense, invoices, and other accounting documents in Quick book and excel.

## **Assistant Accountant – Laser Vision Center – May 2003 to June 2004)**

### **Job responsibilities:-**

- Petty Cash Handling & Reconciliation.
- Handling responsibilities related to Bills payable, Bills receivable.
- Prepares Sales invoices and follow up payment with clients.
- Assisting in administration when required.
- Petty Cash Handling & Reconciliation.
- Reconciliation of Customer Statement of Accounts.
- Bank Reconciliation statement.
- Maintaining customers & suppliers account reconciliation.
- Record Maintain

## **ACADEMIC QUALIFICATION**

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2002 B.Com University of the Punjab, Lahore Pakistan

1998 Intermediate (I.Com) (BISE Lahore)

1995 Matriculation (BISE Lahore)

## **COMPUTER SKILLS**

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Computer diploma (Petroman Institute)

Microsoft Office (Word, Excel & power point)

Any Accounting software

Window Installation

Quick Book