**Muhammad Younas**

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 +92 (321) 9060839

 2nd, May, 1989

**Professional Summary**

Knowledgeable senior accounting professional offering 3.5 years of experience in financial operations. Strategic business leader, communicator and people manager. Detail-oriented Senior Accountant focused on improving company financial operations and streamlining processes using effective leadership, planning and decision-making abilities. Deadline-oriented Tax Professional adept at quickly assessing customer needs, developing strategic plans and completing returns to maximize deductions and minimize liabilities. Pursuing role with tax preparation services organization. Resourceful Accounting professional with 3.5 years of experience in audit preparation and reporting. Goal-focused Accountant with record of accurate reporting and budget management.

**PROFESSIONAL QUALIFICATION**

* **ACCA**

Association of Chartered Certified Accountant

* **M.sc Economics, University of Peshawar**

Master in Economics

* **B.com** **University of Peshawar**

Bachelor in Commerce

**PROFESSIONAL EXPERIENCE** .

**REHBAR LOGISTICS PRIVATE LIMITED**

Rehbar Logistics Private Limited is one of the leading Customs Clearing & Forwarding Agency in the whole KP with Head Office at Peshawar, Torkham border, branch office at Karachi and corporate offices in all the major cities of the country. RL rendering satisfactory and exemplary Custom Clearing Services in Imports and Exports for both the commercial and non-commercial sectors since 1981.

**Responsibilities / Accomplishments:**

Deadline-oriented Tax Professional adept at quickly assessing customer needs, developing strategic plans and completing returns to maximize deductions and minimize liabilities. Pursuing role with tax preparation services organization.

* Prepared monthly journal entries and reconciliations.
* Handled month-end and year-end end finances by managing and reporting fixed assets and other data.
* Updated general ledger with latest entries.
* Reconciled balance sheets and streamlined best practices for balance sheet processes.
* Assisted team members in transitioning to new system through extensive training and one-on-one support.
* Reconciled accounts and created documents for monthly closure procedures.
* Assisted in upgrade and conversion of in-house financial systems.
* Reviewed documents and accounts for discrepancies and resolved variances.
* Evaluated and improved financial records to make important business decisions.
* Expedited payroll and invoicing by streamlining billing systems
* Completed year-end closing processes with controllers and external auditors.
* Reviewed budgets and communicated discrepancies to senior management
* Using Online QuickBooks to process high volume of quarterly and yearly financial data, payroll entries and reports

**TAX FUCOS ACCOUNTACY - MTSA CONSULTANTS (UK):**

Is a firm of accountants and tax advisers located in North London (UK), offering accounts preparation, taxation, and business advisory services to a wide range of businesses and private clients.

Workedas ***“*Accountant *&* Administrator*”* September2019 TO MARCH 2022”**

**Responsibilities / Accomplishments:**

Responsible for the preparation and finalization of financial statements *“statement of financial position, profit and loss statement, statement of changes in equity and notes to the accounts”* for clients in different industries e.g. Retail and Wholesale industry, Textile & Manufacturing industry, Travelling & hospitality.

* Maintain account payable and receivable ledgers, allocating cash, BACs and cheque payments to invoices and Querying unpaid invoices.
* Update internal accounting databases and spreadsheets.
* Experience with typing correspondences, including emails, letters, and memos.
* Completed financial reporting on quarterly and yearly basis, maintaining complete accuracy.
* Using **Online QuickBooks** and **Xero** to process high volume of quarterly and yearly financial data, payroll entries and reports.

 **CORE STRENGTHS & ENABLING SKILLS**

|  |  |  |
| --- | --- | --- |
| * Financial Accounting & Auditing
* Office and Project Management
* Account Management & Reporting
* Risk Assessments & Evaluation
* Cost Benefit & Cost Control
 | * Budget Planning & Forecasting
* Risk management & Analysis
* Variance & trend Analysis
* Applications of (IFRS) & (ISAs)
 | * Business Reporting
* Interpersonal Skills
* Communication Skills
* Analytical Skills
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**TECHNICAL EXPERTISE / ACCOUNTING SOFTWARE’S**

|  |  |
| --- | --- |
| * Xero Accounting (Certified)
* QuickBooks (Certified)
* Hubdoc Accounting
* CCH VIZTOPIA
 | * IRIS Payroll
* Office Automation
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**References**

Valuable references and original Academic and other relevant documents shall be provided as required.