



EMPLOYMENT

Mar 2023 – Present

Apr 2021 – Feb 2023

Muhammad Raza-ACCA Member

I aspire to apply my knowledge and skills in a managerial position with a reputed organization to contribute towards its success and for the development of my Professional career to achieve my goal.



Sr. Executive Finance

Walee Technologies Pvt. Ltd

(Islamabad, Pakistan)

- Managing and maintaining accounts receivable and accounts payable for **Walee Technologies Pvt. Ltd** in Odoo.
- Managing and maintaining bank reconciliations for **Walee Technologies Pvt. Ltd, Techlets Pvt. Ltd, Multiverse Technologies Pvt. Ltd** and **Walee PTE** in Odoo.
- Managing and maintaining Petty Cash for **Walee Technologies Pvt. Ltd** and **FZ LLC**.
- Preparing and filing monthly Sales Tax Returns with **Federal Board of Revenue** for **Walee Technologies Pvt. Ltd**.
- Preparing and filing monthly Sales Tax Returns with **Punjab Revenue Authority** for **Walee Technologies Pvt. Ltd**.
- Preparing and filing monthly Sales Tax Returns with **Sindh Revenue Board** for **Walee Technologies Pvt. Ltd**.
- Filing of monthly withholding tax with **Federal Board of Revenue** for **Walee Technologies Pvt. Ltd** and **Techlets Pvt. Ltd**.
- Preparing and filing Quarterly Withholding Tax Statement with **Federal Board of Revenue** for **Walee Technologies Pvt. Ltd** and **Techlets Pvt. Ltd**.
- Preparing Quarterly management reports for **Walee Technologies Pvt. Ltd** and **Techlets Pvt. Ltd**.
- Preparing and filing Annual Income Tax Return with **Federal Board of Revenue** for **Walee Technologies Pvt. Ltd** and **Techlets Pvt. Ltd**.
- Preparing annual accounts for **Walee Technologies Pvt. Ltd, Techlets Pvt. Ltd** and **Multiverse Technologies Pvt. Ltd**.



Senior Accountant

Har Aik Global Associates-Audit Firm

(Islamabad, Pakistan)

- Managing and maintaining accounts receivable and accounts payable.
- Managing and maintaining bank reconciliation.
- Preparing annual accounts for Companies, LLPs and Sole Trader Businesses registered in UK
- Preparing VAT returns for Companies and Sole Trader Businesses registered in UK
- Preparing monthly management reports for clients
- Preparing and filing monthly Sales Tax Returns for Clients in Pakistan
- Preparing and filing Quarterly Withholding Tax Statement for clients in Pakistan.
- Preparing and filing Annual Income Tax Return for companies and Individuals in Pakistan.
- Company Incorporation with SECP.
- SECP filings like Form A and 29, Form 28, Form 21, Form 45 etc.

Jun 2018 – Mar 2021

**ACCA Trainee (Finance Department)**

Pakistan International Airlines Corporation
(Islamabad, Pakistan)

- Write and maintain documents related to Cash and Credit Sales.
- Assist Finance and Operational departments to perform their specific day-to-day activities, identify problems and execute corrective action when necessary.
- Recording of Daily transactions in ERP System and filing the Receipts/Invoices in hard form.
- Managing and monitoring Accounts Receivables to check short collection of cash, fraudulent activities and checking supporting evidence related to cash using ERP system.
- Managing Accounts Payables to ensure payments made for routine activities, allowances to Cabin/Cockpit crew and other Staff by seeing the Budget.
- Bank reconciliation in ERP System

Education**ACCA Member**

Institute: Association of Chartered Certified Accountant
Pass Year: 2018

FSc Pre-Medical

Passing Year: 2013
Marks: 844/1100
Institution: Board of Intermediate and Secondary Education Peshawar, KPK, Pakistan

SSC Science

Passing Year: 2011
Marks: 810/1050
Institution: Board of Intermediate and Secondary Education Mardan, KPK, Pakistan

Knowledge and Professional Skills

- Maintain the accounts payable and accounts receivable systems.
- Bank Reconciliation.
- Petty Cash management.
- Ability to handle multiple assignments under pressure and meet tight deadlines.
- Result-oriented and proactive professional with diverse experience in accounting.
- Effectively supervise teams and believes on teamwork.
- Provide efficient and effective office management.
- Detail-oriented, self-motivated, easy going and hard-working individual.

Computer Skills

- Microsoft office
- ERP-Oracle Financial (3 Years)
- Xero (2 years)
- Quick Books (2 Years)
- Type Writing

- **English:** (fluent) written and verbal
- **Urdu:** (fluent) written and verbal
- **Pashto:** (Mother tongue)

References**TO BE PROVIDED ON REQUEST**