

# Syed Muhammad Sultan Shah

Peshawar, Pakistan • Tel: + (92) 349 7299141 • Email: syedsultanshah1430@gmail.com

## SUMMARY

Versatile and results-driven Finance graduate with a diverse background and a passion for excellence. Armed with a solid foundation in finance, I have successfully blended academic achievement with hands-on experience and impactful volunteer work. From dynamic internships in financial analysis to active involvement in community projects, my journey reflects adaptability, strategic thinking, and a commitment to making a positive difference. Recognized as a top performer, I achieved the 10th rank in my province during Higher Secondary School and maintained a position in the top 10 of my bachelor's program.

## WORK EXPERIENCE

01/24 – Present	<i>Assistant Accountant</i>	Clear Tally	Peshawar, Pakistan
<ul style="list-style-type: none"><li>▪ Maintaining of accurate and up-to-date financial records.</li><li>▪ Reconcile accounts payable transactions.</li><li>▪ Support the preparation of financial statements.</li><li>▪ Assist in generating financial reports for management.</li><li>▪ Identify and resolve accounting discrepancies and issues.</li><li>▪ Recording financial transactions in ledgers and accounting software (Manager.io).</li><li>▪ Assist in preparing tax returns for individuals, businesses, and organizations.</li><li>▪ Expertise in utilizing advanced tax-related platforms, including IRIS and KPRA, to streamline and enhance the accuracy of tax submissions.</li><li>▪ Proven track record in facilitating the seamless formation of companies in adherence to SECP regulations.</li><li>▪ Successfully prepared and submitted complex sales tax, income tax, and wealth statements for a diverse portfolio of businesses and individuals, ensuring compliance with all applicable regulations.</li></ul>			
06/22 – 02/23	<i>Finance Trainee</i>	Student financial aid, UOP	Peshawar, Pakistan
<ul style="list-style-type: none"><li>▪ Contribute to the preparation of budgets and financial forecasts.</li><li>▪ Processing invoices, verifying accuracy, and preparing payments.</li><li>▪ Reconcile bank statements with the company's financial records.</li><li>▪ Assist in managing accounts receivable and following up on overdue payments.</li><li>▪ Collaborate with the finance team during internal and external audits.</li></ul>			

## VOLUNTEER WORK:

09/21 – 12/22	<i>Event Organizer – KP Business Expo</i>	<i>University of Peshawar</i>	Peshawar, PK
<ul style="list-style-type: none"><li>▪ Facilitate clear and consistent communication to ensure everyone is informed about their roles, responsibilities, and timelines.</li><li>▪ Oversee the liaison team and ensure that each team member understands their responsibilities.</li><li>▪ Conduct regular team meetings to discuss updates, address concerns, and streamline communication channels.</li><li>▪ Provide post-event reports and evaluations for future reference and improvement.</li></ul>			

**SELF-EMPLOYED EXPERIENCE:**

08/21 – 09/22      *Founder and CEO*      Creative Cubicle – Daraz      Peshawar, Pakistan

- Curate and update the product catalog on the website.
- Ensure accurate product descriptions, pricing, and images.
- Coordinate order fulfillment, shipping, and delivery logistics.
- Communicate with customers regarding order status and tracking information.
- Stay informed about e-commerce regulations and compliance requirements.
- Plan and execute promotional campaigns and discounts.

**EDUCATION**

2019-23	BBA (Hon's)	University of Peshawar	Peshawar, Pakistan
	<b>Major:</b> Management Accounting, Taxation, Auditing		
2017-19	HSSC (D.com)	The Muslim college of Commerce	Peshawar, Pakistan
	<b>Major:</b> Accounting		
2017-18	Diploma (DIT)	The Muslim college of Commerce	Peshawar, Pakistan
	<b>Major:</b> Information Technology		
2005-17	Matric (Science)	The Zaid Bin Sabit High School	Peshawar, Pakistan

**RELEVANT SKILLS****COMPUTER SKILLS:**

- **Office Tools:** MS Excel, MS Word, MS Access, MS PowerPoint, Social Media Management, Digital Marketing
- **Accounting Software's:** Manager.io, Quick Book
- **Project Management Software:** Simul8, Microsoft Teams

**PROFESSIONAL/SOCIAL SKILLS:**

- Teamwork, Project management, Interpersonal skills, leadership, Problem solving, debt & credit management, Strategic planning, Negotiation, Multi-tasking, Initiative, Analytical skills, Presentation Skills and Time management.

**LANGUAGES:** English (B2), Native Language Urdu/Hindi, Native Language Pashto

**AWARDS:** 10<sup>th</sup> Rank KPBTE, Ehsaas Scholarship Holder, 2<sup>nd</sup> Rank in Inter Gym Bodybuilding Peshawar.

**PROFESSIONAL CERTIFICATIONS**

- Digital Branding & Employability Co-Developed With LinkedIn Social Impact (Movers Programme Team)
- National Financial literacy (State Bank of Pakistan)
- Amazon Virtual Assistant (Prime Minister Youth Development Program)
- International English Language Testing System (British Council)
- QuickBooks (Institute of management studies, University of Peshawar)
- Simul8 (Institute of management studies, University of Peshawar)