

Muhammad Zeeshan Khan

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Summary

Highly-motivated and knowledgeable Accountant with 1.5 years' experience working in and with SMEs and larger corporations, with specializing in accounting, auditing, budgeting, and payroll for diverse organizations. Advanced knowledge of generally accepted accounting principles and practices. Fosters transparency, understanding, and ownership of financial reports and financial and operational metrics across the organization thorough knowledge of applicable laws, regulations, public finance, and external reporting.

Skills

- Bookkeeping
- Cash Flow analysis
- Payroll auditing
- Financial projections
- Month-end reports
- Problem solving
- ERP expertise
- Critical Thinking
- Confidentiality
- Tax accounting specialization
- QuickBooks
- Attention-to-detail
- MS Office proficiency
- Business operations analysis
- Technical Skills
- Teamwork
- Adaptability
- Deadline-Oriented

Experience

Accountant Executive

Since July-2022 to 01 October-23

Energy-1 (Pvt) Limited — Lahore

- To document financial transactions by entering account information.
- To summarize current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
- To substantiate financial transactions by auditing documents.
- To reconcile financial discrepancies by collecting and analyzing account information.
- To prepare payments by verifying documentation, and requesting disbursements.
- To prepare special financial reports by collecting, analyzing, and summarizing account information and trends.
- To maintain client confidence and protect operations by keeping financial information confidential.

Accounting Intern

November 2020 to August 2021

Sukhi Zindagi — Islamabad

- Assisted with research, filing, data entry, and recording and maintaining accurate and complete financial records.
- Updating expense reports, balance sheet accounts, and general ledger accounts.
- Assisted with the balancing of the office budget.
- Organized a financial filing system that is easily accessible.
- Tracked all payments made for tax preparation and follow up on returns.

- Ensured accuracy of financial statements, making sure that the final figures on statements are correct.

Education

Certified Management Accountant (CMA), Current

Institute of Cost and Management Accountants of Pakistan (ICMA) — Lahore, Pakistan

- Modules: Advanced Management Accounting, Fundamentals of Cost & Management Accounting, Advanced Financial Accounting & Corporate Reporting.
- Professional development completed in ERP Solutions and Practical Aspects of Accounting & Auditing Procedures.

Bachelor of Commerce, 2020

Islamia University of Bahawalpur

- Relevant coursework: Financial Accounting, Auditing, Business Industrial Law, Business Taxation, Advanced Accounting.
- 2nd Division Undergraduate.

Certifications

Quickbooks, 2021

DigiSkills, Pakistan

- Relevant Coursework: Generating Product Invoices & Credit Notes, Processing Trial Balance, Posting error corrections, amending records, and Cash Flow and Forecast Reports.