

MUHAMMAD SHABIR

Finance Officer – Medical Transcription and Billing Company

Postal Address: 7 Star Hotel & Bakers Near Bagh Brigade AJK



Cell: 03556067090

Email: shabirch692@gmail.com

Career objective: To continuously develop my professional abilities to contribute positively towards society

Experience:

Currently working as **Finance Officer at Medical Transcription and Billing Company Pakistan**, is a healthcare information technology company that offers an integrated suite of proprietary electronic health records and practice management solutions, together with related business services, to healthcare providers. Previously worked as **Assistance Finance at Fauji Foundation Head Office**, parent company of one of the biggest conglomerates of Pakistan, with six subsidiaries listed in Pakistan Stock Exchange, with projects in **Oil and Gas, Fertilizer, Financial, Cement, Energy, Welfare, Power sector etc.**

Medical Transcription and Billing Company (May 2023 to Present) – Finance Officer

- Prepare and review the accounting transactions
- Review of Quick Books on regular basis
- Prepare and review daily reports
- Prepare and update monthly budgets on regular basis
- Review month closing schedules
- Prepare, analyse financial schedules and provide reason of variances
- Resolve accounting discrepancies
- Maintenance and update records of soft and hard files
- Preparation of different customized reports on need basis
- Implement and act in accordance with MTBS's information security and privacy policies
- Ensure compliance with information security responsibilities specific to your job role
- Protect assets from unauthorized access, disclosure, modification, destruction or interference
- Any other task assigned by supervisor
- Preparing employees' compensation checks (payroll)

Fauji Foundation (Mar 2016 to May 2022) – Assistance Finance (Reporting)

- Preparation of Bank Reconciliations of over 38 bank accounts on monthly basis as lead
- Preparation and issuance of debit notes to Fauji Group covering 22+ entities including 6 listed Companies
- Reconciliation of Inter Project Balances
- Review and validation of Receipt vouchers in Oracle ERP
- Scrutinizing & journalizing the invoices, coded the general ledger and processed vendor invoice payment in ERP Oracle
- Verified details of transactions, including funds available and total account balances
- Verification of TA/DA of officers & staff
- Liaison with internal/external Auditors until finalization of accounts
- Assistance in preparation of Financial Statements for Head Office and Consolidating financials for projects

Education

- **Master in Project Management (MS)**
– Capital University of Science & Technology, Islamabad
2018-20
- **Master of Commerce (M.Com)**
– University of Central Punjab Lahore – 2012-14
- **Bachelor in Commerce (B. Com)**
– University of the Punjab – 2010-12
- **Intermediate in Commerce (I. Com)**
– Board of Intermediate & Secondary Education Rawalpindi–
2007-09

Other Achievement

- Best player of school cricket tournament.

Team work

Poor Moderate Good Excellent

Leadership

Poor Moderate Good Excellent

IT Proficiency

Poor Moderate Good Excellent

Analytical skills

Poor Moderate Good Excellent

Communication Skill

Poor Moderate Good Excellent

Time Management

Poor Moderate Good Excellent

REFERENCE:

- Will be furnished on demand.

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