



D1 1st floor Zafar Arcade, chandni
chowk old sabzi mandi, Karachi.

Phone +92-300-2332478
E-mail m.shk.slm@gmail.com

Muhammad Shakeel

Personal Information

- Father's Name: Muhammad Saleem
- NIC # : 42201-5070665-3
- Religion: Islam
- Marital Status: Married
- Nationality: Pakistani
- Date of Birth: 08th March, 1986
- Place of Birth: Karachi

Objective

Seeking a challenging position in a progressive organization with an aim to contribute positively towards the objects of the organization to the best of my capabilities and to develop my professional skills where I can explore new experience in addition to long term career opportunities.

Professional experience

[Dec 2018 – Continue] IU School System (Former: The Academy School) Karachi Accountant

- Manage all activities of A/C Receivable, A/C Payable, Revenue and Expenses
- Reconciliation of the Debtor's & Creditors Accounts.
- Reconciliation of Bank Statement (student's fee collection and expense) account on monthly basis.
- Coordination with assistant manager accounts for issuance of fee vouchers to students on monthly basis.
- Updating of fee received data in software on daily basis.
- Making calls & follow-up to parents for recovery of fee.
- Coordination with recovery officer for issuance of notices to defaulters on monthly basis.
- Monitoring of daily attendance in software & manual register.
- Finalize attendance, payroll & coordinate with HR officer for execution of salary payments after approvals.
- Prepare & compile data for audit for year-end financials.
- Assist in audits to internal and external auditors.
- Analyze and keep record of all the capital & revenue expenditure.
- Preparation and checking of journal and bank payment vouchers.
- Preparation & Reconciliation of Yearly Tax Monitoring.
- Prepare Profit & Loss Account, Student Strength and Average Fee report on monthly basis.
- Any other task assigned by the Management.
- Using School ERP Management System & Oracle Database software.

Translator

- Provided consultations for clients to assess their project needs and goals.
- Utilized subject matter expertise and Legal Knowledge to offer the most detailed and efficient translations possible.
- Effectively used Translation Software to expedite project delivery and ensure accuracy.
- Consistently adhered to the principles of the Association of Translation Companies.
- Performed in-depth review of texts and made edits and changes where necessary.
- Created presentations for in-person and online viewing purposes.

[Dec 2015 – Dec 2018] Progressive International (Prime Tissue) Karachi
Senior Accounts Officer

- Manage all activities of A/C Receivable, A/C Payable, Expenses and Treasury.
- Verify, allocate and post all payments and details of business transactions.
- Monitor Customers & Vendors account details and identify and investigate non-payments, delay payments and other irregularities.
- Prepare & lodge claims and follow up for the settlement of all the claims.
- Reconciliation of the Debtors & Creditors Accounts.
- Deal with the bank for daily transactions, import payments documentations and reconcile the bank statements on daily/monthly basis.
- Analyze and keep record of all the capital & revenue expenditure.
- Prepare & check different types of vouchers.
- Prepare Profit & Loss Account on monthly basis.
- Analyze and reports to Management about the daily and monthly Sales, Purchases, Returns & Claims.
- Prepare sales targets and commission of the sales team.
- Sales Tax/Income Tax E-filing on e-fbr portal & IRIS on monthly basis.
- Generate **Electronic Import Form** on WeBoc portal, making follow-up for payment with banks.
- Dealing with clearing agents for import shipments and their documentations.
- Any other task assigned by the Management.
- Using QuickBooks Enterprise Solution software.

[July 2005 – Dec 2015] A.R Enterprises (FMCG-Distributor) Karachi
Accounts Officer

- Manage all activities of A/C Receivable, A/C Payable, Expenses and Treasury.
- Verify, allocate and post all payments and details of business transactions.
- Monitor Customers & Vendors account details and identify and investigate non-payments, delay payments and other irregularities.
- Prepare & lodge claims and follow up for the settlement of all the claims.
- Reconciliation of the Debtor's & Creditors Accounts.
- Deal with the bank and reconcile the bank statements on daily basis.
- Analyze and keep record of all the capital & revenue expenditure.
- Prepare & check different types of vouchers.
- Prepare Profit & Loss Account on monthly basis.
- Analyze and reports to Management about the daily and monthly Sales, Purchases, Returns & Claims.
- Prepare sales targets and commission of the sales team.
- Daily cash handling & closing at day end.
- Any other task assigned by the Management.
- Using QuickBooks Enterprise Solution software.

[March 2004 – April 2005] All Electronics Karachi
Accounts Officer

- Manage all activities of A/C Receivable, A/C Payable, Expenses and Income
- Reconciliation of the Debtor's & Creditors Accounts.
- Deal with the bank and reconcile the bank statements on daily basis
- Receiving and dispatching of stock from warehouse

Education

[2002] Shaheen Public School
Matriculation from Secondary Board of Education Karachi.

[2010] Private
Intermediate from Higher Board of Education Karachi.

[2011-Continue]

Pakistan Institute of Public Finance Accountants (PIPFA)

- Foundation Level Cleared will be appearing in Intermediate Level.

Skills	Advanced MS-Excel skills, Hardware/Software Troubleshooting (Intermediate level), Network Troubleshooting (Beginner Level), Mobile/Web Application Development (HTML, CSS, JavaScript)
Languages	Urdu, English, German, Japanese, French
References	Will be furnish upon request