

# Usman Tariq

Accounts Manager



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## Professional Summary

An ICMA (PK), finalist perspicacious and ingenious cost & management accountant with valuable experience who has extensive knowledge of accounting software and processes. Skilled in regulatory reporting, accounting operations and bookkeeping. Steady individual who has the ability to foster & maintain relationships with clients and management for thoroughly understanding of business processes and transactions to facilitate appropriate accounting & financial executions according to relevant IFRS and IAS.

## CORE STRENGTHS & ENABLING SKILLS

- Bookkeeping
- Accounts Reconciliation
- Caseware
- Problem-Solving Abilities
- Commitment
- Final Accounts Preparation
- Financial Analysis & Budgeting
- Cantax T2 / Cantax T1
- Self-assessment
- Microsoft Excel & Word
- QuickBooks Desktop, Quickbooks Online
- Communication Skills
- Leadership Skills

## Experience

### HR ACCOUNTING PROFESSIONAL CORPORATION

Accounts Manager

January 2017 - Present

#### Key Responsibilities:

- Design and implement standard operating procedures and policies for team communication and efficiency optimization.
- Analyze and suggest alternative process improvement techniques through consideration of stakeholders' needs.
- Reviewing bookkeeping of client's files and preparing & filing GST/HST on monthly/quarterly/yearly basis.
- Performing compilation engagement to finalize, and present internal reports and financial statements for key stakeholders.
- Preparing projections for the year end to project the income statement, balance sheet & cash flow statement.
- Responsible for overseeing, training, and mentoring progress of employees on various projects.
- Liaise with clients to provide tax planning services, tax minimization strategies and compliance issues.
- Manage and delegate office work to ensure efficiency and to foster an environment of teamwork.
- Discuss various accounting needs with existing and new clients and facilitate full accounting cycle services as required.

### SAMPAK FERTILIZES Pvt Ltd

Assistant Manager Accounts

January 2016 – December 2016

#### Key Responsibilities:

- Reconciling, Recording and managing accounts bank accounts, credit card accounts, receivables and payables - invoices, collection, payments and sorting of all incoming cash.
- Assistance in preparation of payroll for employees
- Third-party accounts payable - tracking all payments, justification of invoices/expenses.
- Compiling and presenting projections and budgets
- Keeping account, books and systems up to date.
- Auditing and analyzing financial performance
- Review and preparing financial statements and management reporting using ERP.

## ***AM INDUSTIRES Pvt Ltd***

Accounts Executive

May 2014 – December 2015

### **Key Responsibilities:**

- Keeping track of all payments and expenditures, including payroll, purchase orders, invoices, statements, etc.
- Reconciling processed work by verifying entries and comparing system reports to balances
- Reconciliation of Accounts & Maintaining historical records
- Paying employees by verifying expense reports and preparing pay checks
- Understanding and Hands-on experience on store Procedures e.g. Gate Pass, Quality, GRN, Issuance and consumption
- Understanding of income tax and sales tax issues applicable with awareness of filling of Sales Tax

## ***USMAN ZUBAIR & CO, (Chartered Accountant)***

Accounts & Audit Trainee (6 Months)

### **Key Responsibilities:**

- Keeping track of all payments and expenditures, including payroll, purchase orders, invoices, statements, etc.
- Conducting annual audits in manufacturing, Travel Agencies & Trust
- Monthly stock taking with senior team member
- Documenting the evidence of the transactions by using sampling technique
- Presenting reports to the senior team member.

## ***Academics & Certifications***

CMA	ICMAP
B.COM (Bachelors in Commerce)	University of the Punjab
Intermediate	Govt, College of Science
Matric	Govt, Boys high School
Diploma in MS Office	Nemcon Institute of Technology

## ***Strengths***

- Task Management & Self-motivated
- Ability to work independently and in team environment
- Capable to work under challenging situation
- Capable to perform tasks under pressure specially when deadlines ahead.

## ***Personal Information***

Father Name:	Tariq Mehmood	CNIC No:	35202-5032856-9
Religion:	Islam	Nationality:	Pakistani
Date of Birth:	30 <sup>th</sup> Sep 1990		