





# MUZAMMIL IQBAL

**Financial Accountant / Management Accountant / General Accountant / Associate Accountant / Professional Bookkeeper.**

*5+ years of industry experience*

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 Al Aziziyah, Jeddah, Makkah

 0542295007

## Objective

Accountant with 5 years of experience in accounting, bookkeeping, budgeting, taxation – VAT, payroll, cash flow analysis, financial reporting, and auditing. I am looking to leverage my knowledge and expertise into the role of Accountant.

## Skills & Abilities

- **Financial Statement:** Financial Statement Analysis | Correction of Errors | Financial Reporting | Generating Reports | IFRS
- **Bookkeeping:** Record Sales & Bills | Extract Daily Reports | Bank Reconciliation.
- **Accounts Receivables & Payables:** Customer Accounts' Reconciliation, Track Outstanding Payments & Follow-up with Vendors.
- **Management of Accounts:** Vendor Management | Inventory Management (COS)| Receivables Management (Aging Summary).
- **Maintaining Ledgers:** Chart of Account | Classification of Accounts | Inter-company Transactions.
- **Principles of Accounts:** Excellent knowledge of IFRS.
- **Payroll:** Calculation of bonuses, payroll expenses, deductions, and allowances.
- **Taxation:** Calculation of Sales Tax, Meal Tax, VAT & Tax Returns Filing.
- **Other Skills:** QuickBooks | MS Excel | Xero | Tally - ERP | Typing Speed 80 – 90 WPM.
- **Languages:** English – Expert | Arabic – intermediate | Urdu – Expert

## Experience

### Associate Accountant

November 2019 – December 2021 at ABIC Systems Pvt Ltd. (US-based Co.) in Pakistan

- Bookkeeping of 200+ accounts with bank and business cards' reconciliation.

- Analyze, examine, interpret, and compile financial information.
- Process journal entries and correct records to ensure accuracy.
- Sales and other accounts' reconciliations and tracking down discrepancies.
- Responsible for accounts payable, receivable, and inventory management.
- Quality Assurance over financial statements – producing error-free reports.
- Closing of books and preparation of financial reporting.
- Budgeting and forecasting of costs and sales to a high degree of accuracy.
- Trained and supervised 2 new employees, ensuring they maintain high attention to detail.
- Back up huge data through cloud servers to ensure delivery of evidence to the auditors.
- Implement IFRS and weekly participate in the meetings with clients.

## **Associate Key Accounts Manager**

February 2018 – October 2019 at Speciapro Inc. (US-based Co.) in Pakistan

- Responsible for hierarchy and scalability in the chart of accounts with accuracy
- Collaborate with the team to maintain accurate financial records, including income and expenditures receipts
- Actively review and advise on financial accounting processes
- Working closely with other junior associates to ensure accuracy of accounting records.
- Handling of vendor management, inventory management, and receivables management.
- Financial statement analysis, bank and credit card Reconciliation on a monthly basis.
- Quality assurance over financial statements and financial reporting.

## **Freelance Accountant Upwork (US Client)**

Oct 2016 – Dec 2017, Assam Kitchen & IHOP Pancakes LLC

- Bookkeeping using QuickBooks desktop and online versions.
- Account setup and preparing appropriate chart of accounts
- Recording of bills and making payments.
- Recording of inventory (Cost of Sales).
- Sales, bank and credit cards' reconciliation on a monthly basis.
- Submitting financial statements after a thorough review and corrections.

## **Education & Certification**

### **ACCA – Accounting & Finance, Certification**

*MHA (Mirchawala Hub of Accountancy), 2019 – 2023 (In progress)*

### **Bachelor of Commerce - Accounting**

*University of Karachi, 2015 – 2017, Pakistan*