

Sulaman Siddique

Accountant

A proactive, self-directed, and highly organized accounts professional who is able to work as part of a team and manage several priorities synchronously with readily adaptability to new changes and accepting new challenges. I have 10 years' experience of working in a high pace transactional environment.

Experience

Popular Enterprises (Al Noor Silage & Bath Vision)

October 2018 – December 2023 (Designation: Accounts Manager)

Al Noor Silage (Animal Feed) Producer & **Bath Vision** (Sanitary Items, Tiles, Bath Tubs, Kitchen & Bath Room Accessories Showroom) manufacture & trader are subsidiaries of Popular Enterprises.

Role & Duties:

- Manage day-to-day financial transactions including cash book, accounts payable, accounts receivable and general ledger entries.
- Prepare and maintained financial documents & record of the organization.
- Managed accounts payable and receivable Ledger, including processing invoices and ensuring timely payments
- Conducted monthly bank reconciliations and other financial records.
- Prepared financial reports (Profit & Loss Account And Balance Sheet) for management
- Preparation of staff salaries, bonuses and perquisites
- Assisted with budget planning and Forecasting and monitored expenses to ensure compliance with allocated budgets
- Assisting the audit team in preparing reports
- General sales tax (GST) & Income tax return calculation
- Customer handling with sales team (Showroom)

Cardiac Care

July 2017 - August 2018 (Designation: Accountant)

Cardiac Care is importer of Human Artificial Body Parts & Surgical Disposable Items and supply to all over Pakistan.

Al-Qamar Distributors

April 2015 - May 2017 (Designation: Accounts Officer)

Al Qamar Distributors is a registered Medicine distributor. It Provide best services of pharmaceutical product distributions in Lahore & Kasur.

Echo West International (Pvt) Ltd.

July 2014 - March 2015 (Designation: Jr. Accounts Officer)

Echo West International is a multinational organization working in Pakistan, Middle East & Afghanistan. Main functions of Echo West International are providing the facilities of Engineering & Construction.

Education

Bachelor in Commerce (B.COM) (Degree Attested From UAE)
Punjab University
Intermediate in commerce (I.COM)
BISE Lahore
Metric (Science)
BISE Lahore



Contact Details



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Al Karama Bur Dubai, UAE

Expertise

- Excellent Knowledge of Accounting Software (Quick Book, ERP, Peachtree & Fastacount.pk)
- Good User of MS Office
- File Management
- Strong Decision Maker
- Complex Problem Solver
- Solid Track Record with 10 Years Experience

Language

- English
- Urdu
- Hindi

Personal Vitae

Father Name: Muhammad Siddique
Date of Birth: August 4, 1993
Marital Status: Married
Religion: Islam
Nationality: Pakistani Citizen
Passport #: HK5467412