



Muhammad Zubair

Accounting & Finance Professional



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March 25, 1995



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Employment Visa



Pakistan

Why Zubair?

- Highly motivated finance professional with over 5 years of expertise in financial analysis, internal audit, taxation, VAT compliance, cost control, and management accounting. My skills include bank reconciliation, cash flow management, budgeting, inventory control, financial statement analysis, and management reporting, all aligned with accounting standards and practices.
- Task-focused professional with expertise in all facets of compliance management and statutory interpretation. Skilled in collaborating with all members of organization to increase business and revenue growth. Instrumental in streamlining and improving business processes while identifying future trends and investment opportunities; has proven record in leading trade finance activities including bank liaison, funds transfer to international suppliers and import/export terms.

CORE STRENGTHS & ENABLING SKILLS

- Accounting & Finance Management
- Taxation & VAT Filing
- Cost Controlling
- Risk Assessment & Mitigation
- Debtors/Payable Management
- Compliance Management
- Auditing & Internal Control
- Accounts Reconciliation
- IFRS, ISA, IAS & GAAP
- Management & Financial Reporting
- Team Building & Leadership Skills
- Communication & Presentation Skills

TOOLS & TECHNOLOGIES/TECHNICAL SKILLS

Microsoft Office (Word, Excel, PowerPoint & Outlook) | Tally | ERP | QuickBooks | Xero | Zoho | Sage | Wave |

PROFESSIONAL EXPERIENCE

Accountability Accounts EST (UAE)

Working as **"Assistant Manager"**, Feb 2022 – Present

Responsibilities/Accomplishments:

- Prepared comprehensive financial statements and budgets.
- Managed monthly reporting, ensuring accuracy and compliance.
- Handled cash, bank reconciliation, and accounts receivable/payable.
- Provided support in invoicing and general Finance Department tasks.
- Led and managed teams, fostering collaboration and achieving goals.
- Ensured proper bookkeeping per International Standards and UAE laws.
- Prepared monthly Profit & Loss and Cash Flow reports.
- Managed suppliers' payment schedules for optimal cash flow.
- Calculated VAT returns, ensuring compliance with tax regulations.
- Oversaw payroll systems for timely and accurate employee compensation.

Azeemullah & Co (Chartered Accountants)

Worked as **"Audit Supervisor"**, Dec 2020 – Dec 2022

Responsibilities/Accomplishments:

- Prepared financial statements and budgets, ensuring accuracy and compliance.
- Filed quarterly and annual income tax returns, along with monthly sales tax returns.
- Managed the deduction of WHT taxes and preparation of PSIDs, ensuring comprehensive tax compliance.
- Led internal audits, forensic audits, and assisted in planning, execution, and reporting of external audits.
- Compiled data and information for various assignments, facilitating streamlined audit processes.

PROFESSIONAL EXPERIENCE

TJ Industrial Solution (Saudi Arabia)

Working as ***“Bookkeeper”***, April 2021 – June 2021

Responsibilities/Accomplishments:

- Managed bookkeeping practices aligning with international standards and local laws of Saudi Arabia (KSA).
- Ensured adherence to regulatory requirements in the recording and maintenance of financial transactions.
- Implemented and maintained accounting procedures that comply with both global standards and local KSA regulations.

LULU International Exchange, Bahrain

Worked as ***“Assistant Branch Supervisor”***, April 2016 – August 2018

Responsibilities/Accomplishments:

- Successfully managed branch staff to consistently achieve set targets.
- Executed administrative tasks to ensure the smooth functioning of branch operations.
- Maintained compliance with company policies, emphasizing the importance of proper document management.

PROFESSIONAL QUALIFICATIONS

- **Association of Chartered Certified Accountants, UK** (2018 to date)
ACCA Finalist (SBL and ATX to be attempted)
- **Qurtuba University, Peshawar**
B.Com (2013 to 2015)

Reference

- **Will Be furnished on Demand.**