



Sarmad Nawaz Tagar

Date of birth: 25/07/1990 | **Nationality:** Pakistani | **Gender:** Male | **Phone number:**

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ABOUT ME

A meticulous and detail-oriented Accounting Professional, highly motivated result-driven, skilled at working quickly and accurately under tight deadlines with 7 years of experience. Proficient in all aspects of accounting, including financial statements, payment processing, financial management, and executive administrative support, Dedicated to delivering exemplary work and supporting the overall mission of the department and company

WORK EXPERIENCE

15/01/2024 – 06/06/2024 Digri, Pakistan

EXECUTIVE FINANCE AND ACCOUNTS PEOPLES PRIMARY HEALTHCARE INITIATIVE SINDH

- Full charge Accountant manages different grants their recording into accounting software.
- Verification of an accounting treatments based on required principles IFRS or GAAP.
- Effective Fund requisitions, Bank Reconciliations on monthly basis of all accounts.
- Present accurate timely completion of month end, quarterly and year end reporting requirements.
- Achieved systematic, accurate, and timely processing of all accounts payable
- Resolved pending issues with provider bills and obtains mutual resolution of discrepancies
- Analyze variances between actual and forecasted expenditures.
- Acquired approval on all vendor bills according to company policy
- Ensures timely payment of all vendor bills.
- Prepares and manages weekly check run.
- Reports any unresolved disputes with vendors to management for resolution.
- Collaborate with clients and CFOs to resolve accounting errors.
- Audit objections, their resolution and preparing Management replies.
- Handle Accounts Payable through P2P (Procure to Pay) by three-way matching of 400 suppliers.
- Manage Accounts Receivable by setting reminders and follow ups.
- Maintain company ledgers and daily financial transactions.
- Depreciation treatment and recording.
- Prepare Profit and Loss Statements, KPI meetings with internal stakeholders.
- Budget preparation and analysis from revised estimates to the final summary

28/01/2019 – 03/10/2022 Mirpurkhas, Pakistan

ASSISTANT FINANCE AND ACCOUNTS PEOPLES PRIMARY HEALTHCARE INITIATIVE SINDH

- Managed petty cash and maintained expense sheets.
- Collaborate team members to execute various accounting tasks successfully.
- Create Requisitions, Approvals, Purchase orders, Bills Invoices, Note sheet and Goods Received Note.
- Voucher processing in ERP i.e. Bank payments, Bank receipts, and Journal entries.
- Error detection in ledgers and accounts, tracking them to the source and correcting them.
- Stock Management by releasing orders on time and keeping balances for smooth sales.
- Prepared and processed payroll
- Managing employee attendance records and releasing final salaries.
- Managed department computers and their updates.
- Handled Official correspondence via MS Outlook and other electronic mailing systems.
- Efficiently operated various cloud-based ERP systems.
- Provided on-duty training to employees with professionalism and respect.
- Managed internal and external communications with phone etiquette.
- Oversaw warehouse management, including inventory updates in-store and in software.
- Goods ordering, receiving, labeling, and loading/unloading for delivery.

01/02/2015 – 27/11/2017 Hyderabad, Pakistan

ASSISTANT FINANCE AND ACCOUNTS PAKISTAN CONSTRUCTION CO

- Assisted with month-end reporting.
- Ensured all invoices were entered for A/P accrual at month-end.
- Reconciled accounts and handled Accounts Receivable invoices.
- Provided information for annual audits and tax filings.
- Processed Accounts Payable invoices, stipends, and generated cheque runs and distribution.
- Requested and reconciled monthly statements from select vendors.

- Reviewed documents for accuracy and completeness, working on spreadsheets.
- Supported the controller and management and performed other assigned duties.
- Assisted with Accounts Receivable as needed.
- Maintained historical records by scanning, uploading, and filing documents.
- Conducted number and data input.

EDUCATION AND TRAINING

01/01/2014 – 31/12/2015 Jamshoro, Pakistan

MASTER OF BUSINESS ADMINISTRATION University of Sindh Jamshoro

Website <https://www.usindh.edu.pk/> | Field of study Finance | Final grade CGPA 3.35/4.00

01/01/2009 – 31/12/2012 Jamshoro, Pakistan

BACHELORS OF BUSINESS ADMINISTRATION University of Sindh Jamshoro

Website <https://www.usindh.edu.pk/> | Field of study Management | Final grade CGPA 3.55/4.00

01/01/2007 – 31/12/2008 Hyderabad, Pakistan

HIGHER SECONDARY SCHOOL CERTIFICATE Board of Intermediate and Secondary Education Hyderabad

Website <https://www.biseh.edu.pk>

01/01/2005 – 31/12/2006 Hyderabad, Pakistan

SECONDARY SCHOOL CERTIFICATE Board of Intermediate and Secondary Education Hyderabad

Website <https://www.biseh.edu.pk>

LANGUAGE SKILLS

Mother tongue(s): **URDU**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	B2	B2	B2	B2	B2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

DIGITAL SKILLS

Google Drive | Microsoft Excel | Facebook | Social Media | Outlook | Microsoft Powerpoint

CERTIFICATIONS

01/11/2023 – CURRENT

QuickBooks Certified Accountant and Pro Advisor

01/12/2015 – 18/05/2016

Microsoft Office Automation