



# Muhammad Sheraz Ramzan

## Personal Detail:

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Email: sherazramzan\_04233@yahoo.com  
Visa Status: Visit Visa (1<sup>st</sup> Apr 24)  
Nationality: Pakistani

## Working Skills:

Accounts Administration,  
Accounts Finalization,  
Accounts Reconciliation,  
Financial Reports,  
Financial Analytic Skills,  
AP, AR Management  
Petty Cash Management,  
Payroll Processing,  
Cash Handling,  
Book Keeping,  
Recruitment and Interviews,

## Technical Skills:

Microsoft Office, Xero, ERP  
Odoo, She tech, Adobe Illustrator  
Typing Master

## Profile Summary:

Dedicated and detail-oriented professional with a strong background in accounting. Proven expertise in financial analysis, budgeting, and reconciliations. Adept at implementing efficient processes to ensure accuracy and compliance. Excellent communication skills and a track record of collaborating with cross-functional teams. Committed to delivering precise and timely financial information to support strategic decision-making.

## Work Experience:

### **People (professional Employers Pvt Ltd)** **Accountant and Payroll Officer**

**Nov-22 to Jan-24**

"People," a leading Payroll and HR outsourcing company, has disbursed over \$10 billion globally, operating in 25 countries.

- Proficient in overseeing end-to-end payroll processes, ensuring accuracy and compliance with relevant regulations.
- Proven track record of staying abreast of evolving labor laws and HR regulations, ensuring organizational compliance.
- Proficient in preparing accurate and comprehensive financial statements, including income statements, balance sheets, and cash flow statements.
- Demonstrated expertise in meticulous bookkeeping and maintaining a well-organized general ledger to ensure transparency and accuracy in financial records.
- Efficiently managed accounts payable and receivable processes, optimizing cash flow, and maintaining positive relationships with vendors and clients.
- Conducted detailed financial analysis to interpret trends, identify areas for improvement, and provide key stakeholders with actionable insights.

### **BSM Developers Pvt Ltd** **Accounts Officer**

**Jan-22 to Nov-22**

"BSM developers" is the large company in real estate business. It has around 500+ employees.

- Proficient in preparing accurate and timely financial reports for real estate portfolios, demonstrating a keen understanding of industry-specific accounting standards.
- Adept at navigating complex tax regulations and ensuring compliance with local, state, and federal tax laws, minimizing tax liabilities and optimizing financial strategies.
- Effectively managed Pay orders and cheques, and petty cash matters with Cash department.
- Effectively managed cash flow for real estate projects, optimizing liquidity and mitigating financial risks associated with property ownership.
- Ensured compliance with real estate accounting standards, industry regulations, and tax codes, maintaining an up-to-date knowledge of changes and implications for financial reporting.
- To prepared Salary of all departments with accuracy and timely.
- Convert Cancellation of files to new files and maintained accounts with company policies.

## Education:

**Graduation:** B. Com

(2010-2012)

(University of the Punjab)

## **Greenstar Social Marketing G Ltd**

**Jan-20 to Dec-21**

### **Management Information Officer**

"Greenstar" is the project of Health Department. It Started operating over 30 years.

- Proficient in designing and managing databases to store, retrieve, and analyze critical business data, ensuring optimal performance and data integrity.
- Expertise in creating and generating comprehensive reports using MIS tools, providing valuable insights for strategic decision-making.
- Managed and monitored the utilization of funds through effective MIS, ensuring compliance with donor requirements and transparent financial reporting.
- Conducted training sessions for NGO staff on MIS tools and methodologies, enhancing overall data literacy and utilization within the organization.
- Developed and generated public health reports, providing critical insights into community health trends and supporting evidence-based decision-making.

## **Stylers International Pvt Ltd.**

**Oct-15 to Dec-19**

### **Accountant**

In Pakistan's denim industry, "Stylers International" is a division of the US Group.

- Expert in cost accounting methodologies specific to the garments industry, ensuring accurate tracking of production costs, overheads, and profitability analysis.
- Conducted financial analysis on production processes, providing insights into cost efficiency, production variances, and opportunities for improvement.
- Managed financial relationships with suppliers, negotiating favorable terms, and implementing cost-effective strategies for procurement of raw materials.
- Effectively managed accounts receivable and payable processes, optimizing cash flow and maintaining strong financial relationships with clients and suppliers.
- Prepared accurate and timely financial reports, including income statements, balance sheets, and cash flow statements, for informed decision-making by management.