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DOB: 04-Aug-1992

Visa Status: Visit Visa

Address: Near Grand Astoria Hotel, Bur Dubai

**Muhammad Sheraz Ramzan**

Payroll Accountant and HR Officer

**Skills.**



Microsoft Office| Xero| ERP| ODOO| Adobe illustrator| Typing Master| Petty Cash Management| Accounts Management| Accounting Skills| Accounts Administration| Accounts Finalization| Accounts Reconciliation| Accounts Payable Handling| Accounts Receivable Handling| Cash Handling| Book keeping| B2B Business Development| Payroll Processing Outstanding Time Management| Presentation Skills| Financial Statement Analyzer| Recruitment and Interview| HR Assistance| HR Documentation

**Experience**

* **Payroll Accountant and HR Officer Nov 2022 – Jan-2024**

**People (Professional Employers Pvt Ltd)**

**"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.
* Ensured the security and confidentiality of sensitive employee information, adhering to industry standards and regulations.
* Streamlined onboarding processes with automated workflows and managed seamless employee exits while maintaining compliance.
* Expertise in navigating complex payroll tax regulations, ensuring accurate calculations and timely submissions.
* Committed to staying updated on industry trends and best practices through ongoing training, ensuring proficiency in the latest HR technologies and methodologies.
* Management of EOBI, Provident Fund, Gratuity and Salary disbursement.
* **Accounts Officer Jan 2022 – Nov 2022**

**BSM Developers Pvt Ltd**

**“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.
* Effectively managed Pay orders and cheques, and petty cash matters with Cash dept.
* 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.
* **MIS Officer Jan 2020 – Dec 2021**

**Greenstar Social Marketing G Ltd**

**“Greenstar” is the project of Health Department (NGO). 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.
* **Accountant**  **Oct 2015 – Dec 2019**

**Stylers International Pvt Ltd**

**"Stylers International" is a division of the US Group in Pakistan to Manufacture Garments.**

* 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.

**Education**

* **Graduation** 2010 - 2012

University of the Punjab

B. Com (Bachelor in Commerce and Accounting)

**Personal Information**

Father Name: Muhammad Ramzan

Nationality: Pakistani