



# Muhammad Sheraz Ramzan

Payroll Accountant and HR Officer

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DOB: 04-Aug-1992

Visa Status: Visit Visa

Address: Near Grand Astoria Hotel, Bur Dubai

## 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

Aug 2010 - Sep 2012

University of the Punjab

B. Com (Bachelor in Commerce and Accounting)

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## **Personal Information**

Father Name: Muhammad Ramzan

Nationality: Pakistani