







# Muhammad Ahmad






ACCOUNTANT



## Personal details

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## Software Skills

- Taxcalc 
- Xero 
- HubDoc 
- Quick Books 
- Zoho Books 

## Technical Skills

- Data Management 
- Tax Software Expertise 
- Microsoft Office 

## Objective

Commercially astute ACCA Certified Accountant, with working experience of over 2 years of providing high-quality commercial finance and accounting support services to companies across the United Kingdom, UAE and Pakistan. I am currently seeking a position to leverage my expertise in financial management, tax returns, VAT's and management account.

## Education

- Advanced Diploma in Accounting and Business** 09/2020 - 09/2023  
SKANS School of Accountancy, Lahore
- ACCA** 09/2020 - 12/2023  
SKANS School of Accountancy, Lahore
- BSc (Hons) Applied Accounting** 04/2021 - 12/2023  
Oxford Brookes University, Headington
- Intermediate** 03/2017 - 08/2019  
Cadet College Choa Saiden Shah, Chakwal

## Employment

- Assistant Accountant** 11/2022 - 10/2023  
Lanop Consultants (Pvt) Ltd, Lahore
  - Preparing annual account working papers for areas such as opening balances, property plant and equipment, loans, leases, VAT reconciliation, accruals, prepayments, and bank balance reconciliation.
  - Preparing financial and management reports as per IAS/IFRS for large companies operating in construction, courier and hospitality industries etc on a monthly, quarterly and yearly basis.
  - Requesting annual account information from clients. Resolving their queries to obtain their final approval for filing accounts with government authorities before the deadline date.
  - Analyzing the financial performance and position of the companies and updating company directors on the key indicators to help them make more informed decisions.
  - Reviewing the pricing agreements continuously to confirm we are charging the right price for the services. Taking proactive measures to rectify over or underpriced agreements.
  - Preparing VAT returns for clients operating in a range of industries and filling them with government authorities before the deadline.
  - Preparing VAT return working papers to verify that financial transactions are recorded in the correct accounting head, the correct VAT rate is applied and that no duplicate transactions are reported.
  - Creating sales invoices on behalf of clients for the goods or services provided and forwarding them to their customers.
  - Preparing weekly aged payable reports to highlight overdue customers. Taking necessary steps to receive payments from overdue customers.
  - Creating purchase invoices as per the approved purchase order and executing payment to the supplier after obtaining approval from clients.

## Analytical Skills

|                   |           |
|-------------------|-----------|
| Problem-Solving   | ● ● ● ● ● |
| Critical Thinking | ● ● ● ● ● |
| Decision-Making   | ● ● ● ● ● |

## Languages

|         |           |
|---------|-----------|
| Urdu    | ● ● ● ● ● |
| English | ● ● ● ● ● |
| Hindi   | ● ● ● ● ● |

- Calculating the wages or salaries of employees, making deductions for taxes or unpaid holidays and making sure that salaries are disbursed timely.

### Assistant Accountant

05/2021 - 10/2022

Billing Associates (Engineers & Contractors), Lahore

- Preparing management accounts for the company on a timely basis for a better understanding of the company's performance for the shareholders.
  - Preparing invoices and managing the receivables and payables of the company.
  - Do bargaining for the material needed for the projects taken by the company.
  - Record day-to-day transactions such as purchase invoices and sale invoices.
  - Managing the accounts and ledger of the company with accuracy so that a fair would be shown to stakeholders.
  - Maintaining the fixed asset register of the company with accuracy and appropriate depreciation allocation.
  - Recording the construction project revenue according to accounting standards such as (IFRS 15).
  - Maintaining the payroll of the company and processing the salary of the staff.
  - Preparing presentation sheets for the meeting to show the stakeholders how the company is performing and growing.
- Maintaining the expense record in Microsoft Excel using pivot table for better understanding.

## Certificates

### Applied Skills EPSM

09/2023

The Applied Skills EPSM (Ethics and Professional Skills Module) is a compulsory component of the ACCA (Association of Chartered Certified Accountants) Qualification. It is designed to develop the professional and ethical skills that are essential for accountants to succeed in their careers.

### Developing Employability Skills

12/2021

Developing employability skills is crucial for success in the modern workplace. These skills are not just about technical expertise; they encompass a range of personal qualities and attributes that employers seek in their candidates

### Xero Advisor Certified

11/2022

Xero Advisor Certification is a program that helps accountants and bookkeepers become proficient in using Xero, a cloud-based accounting software.