

# Muhammad Umair Khursheed

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## Profile Summary:

An enthusiastic, motivated, and well-groomed professional, having certification in Accounting & Finance from the Institute of Chartered Accountants of Pakistan (ICAP) with 3.5 years of experience in a reputable firm of Chartered Accountants and 1.5 years of experience in a CPA firm. I have a strong background in all major areas of accounting and finance, including Internal and Statutory audit, Inventory and warehouse management, asset management, preparing income tax returns, and bookkeeping assignments. Proficient in Advanced MS Excel and in the preparation of financial statements as per International Financial Reporting Standards (IFRS) & International Accounting Standards (IAS).

Having a professional attitude, I am able to meet deadlines by prioritizing and delegating tasks and to lead functional and operational teams consisting of team members with diverse backgrounds.

## Academics & Professional Qualifications:

Certification / Degree	Institute / University	Passing Year
Certificate in Accounting & Finance (CAF)	Institute of Chartered Accountants of Pakistan (ICAP)	2016
Intermediate in Commerce (I. Com)	Board of Intermediate and Secondary Education, Faisalabad (BISE)	2012

## AREAS OF EXPERTISE

- Bookkeeping
- Prepare Financial statements as per IFRSs and IAS
- Manage Accounts Receivables & Payables
- Inventory and Asset management
- General ledger reconciliation
- Prepare Income tax returns

## WORK EXPERIENCE:

### Experience Summary:

Company	Designation	Years	Duration
Sadaqat Limited	Deputy Manager	2022-Present	2.5
Intentional Accounting (Remote Job)	Accounting Assistant	2022-2023	1.5
Zee Developers	Manager Accounts & Finance	2021-2022	1
Riaz Ahmad & Co. Chartered Accountants	Senior Audit Associate	2016-2020	3.5

### **1- SADAQAT MILLS LTD. (From Jul-2021 To Date)**

**Designation:** *Deputy Manager Fixed Assets*

#### **Job Responsibilities:**

- Maintain an accurate fixed asset register in SAP and ensure strict compliance with company policies.
- Ensuring proper recording of all asset transactions, including purchases, transfers, and disposals, in the SAP system. Conducting regular reviews of assets under construction to determine capitalization and depreciation charges.
- Oversee daily fixed asset department operations and supervise staff.
- Advise senior management on potential updates to fixed asset accounting policies.
- Perform fixed asset-related analyses as directed by management.
- Develop and manage audit schedules for fixed assets; collaborate with auditors.
- Lead periodic physical verification of fixed assets and reconcile discrepancies.

### **2- INTENTIONAL ACCOUNTING (Remote Job) (From Feb-2022 To Oct-23)**

**Designation:** *Accounting Assistant*

#### **Job Responsibilities:**

- Managed the bookkeeping responsibilities of diverse clients, utilizing QuickBooks to ensure precision in maintaining current and accurate financial records. Conducted bookkeeping cleanup tasks for new clients.
- Generated regular, insightful financial reports and summaries through QuickBooks, providing clients with a clear overview of their financial standing.
- Prepared Income and Sales tax returns for clients.
- E-file returns and coordinated with clients in case of return rejection by the IRS.
- Handle other administrative tasks. i.e. Creation of new leads, clients, sent engagement letters and sent tax questionnaires to clients, and collect necessary tax information.
- Organized, bookmarked, and systematically managed all tax reports, statements, and documents associated with clients.
- Engaged in proactive client communication by promptly addressing inquiries and managing email correspondence related to receivables.

### **3- ZEE DEVELOPERS (From Jul-2020 To Jul-2021)**

**Designation:** *Accountants & Finance Manager*

#### **Job Responsibilities:**

- Maintained accurate ledger records in accounting software.
- Review of inventory, accounts payable & receivable aging reports and preparation of related reports for business planning.
- Ensure accurate and timely financial record bookkeeping and its reports in Oracle so that all financial data can be relied upon.
- Constructed detailed payment schedules for revenue and expenses, coordinating with recovery teams and directly communicating with clients for timely receipts.
- Managed payables by liaising directly with vendors, facilitating timely payments in alignment with agreed-upon schedules
- Collaborated with IT team for seamless software upgrades and custom reports.

#### **4- RIAZ AHMAD & CO. CHARTERED ACCOUNTANTS (From Jun-16 To Dec-19)**

**Designation:** *Senior Audit Associate*

##### **Job Responsibilities:**

- Detailed vouching of all transactions and advice to management regarding correct accounting treatment Carrying in case of any mistake or error.
- Analyzing system's reliability through walkthrough tests.
- Assisting the client in preparation of financial statements in accordance with applicable International Financial Reporting Standards (IFRS) and other regulatory framework.
- Analyzing internal accounting controls of the client and performing substantive analytical procedures, test of control and tests of details accordingly for Audit execution.
- Reviewing the Internal Control System of the client and identifying the Scope of Improvement and providing Recommendations thereupon.

##### **Other Certification:**

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- Completed QuickBooks course offered by Digiskills.
- Completed the Tax Training Level-1 course at Intuit Academy.
- Three month MS-office Course.
- Attended the 50 hours Presentation and Communication Skills Course (PCSC) recommended by ICAP.

##### **Technical/Professional Skills**

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- Strong analytical skills with ability to identify issues and suggest solutions
- Excellent attention to detail and organizational skills
- Flexible and Problem-solving attitude
- Team-management skills with ability to motivate, direct, and coach colleagues
- Good knowledge of data entry tools & office systems software i.e., M.S Office, ERP, Oracle, QuickBooks & Other Accounting Software.