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| **Suleman**  ***Accounts, HR & Finance Professional***  ***Focus Filed: Accounts, HR & Finance***  **E-mail:** [suleman.374809@2freemail.com](mailto:suleman.374809@2freemail.com) | D:\1-   2014 TO 2016\4-  Muhammad Hassan [Personal]\Muhammad Hassan\Muhammad Suleman\Suleman PP size pic.jpg |

**Profile Synopsis **

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Versatile, Dynamic and Goal-oriented Accounting - Tax - HR & Finance Professional equipped with 2+ years of outstanding performance and proven expertise in domains of Accounting, Taxation, Finance and HR experience gained from few best companies (Pakistan). Consistently demonstrated strong Accounting orientation, flair in understanding current/potential company needs, and knack in managing clientele’s journey with high service standards hence immensely contributed to business growth. Highly motivated and successful team leader, who has achieved job goals and delivered highest standards with ability to monitor company and market trends to make effective plans to maximize profits, adapts easily to changes with excellent know how of networking with key decision makers.

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| **Strengths** | | |
| * Worked 1+ years with Taxation Company * Proficient Microsoft Word and Excel * Demonstrate effective oral and written   communication skills   * Trustworthy, patient and reliable * Able to multi-task in a fast paced environment with   a willingness to learn new concepts | * Worked 1 year with Oil & Gas company * Self-motivated and willing to contribute * to company' s goals * Demonstrate effective oral and written * communication skills * Exemplary Presentation & Negotiation Skills * Goal Driven – Dynamic – Vibrant Personality | |
| **Educational Background** | |

**Master in Business Economics. [M.B.E] 2016**

**Bachelor’s in Commerce. [B.Com] 2014**

**Intermediate [Secondary Education] 2012**

**Matriculation** [**High School] 2010**

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| **Career Snapshot** |

**Account’s Officer – Famous Minta Food (PVT.) Ltd. Pak. JUL 2017 – OCT 2017**

**Accounts / Taxation Officer – Anwar and Company (PVT.) Ltd. Pak. JUN 2016 – JUL 2017**

**Account’s Officer– Hexon Chemicals (PVT.) Ltd. Pak. JUL 2015 – JUN 2016**

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| **Achievements** |

* Gained 2+ years’ experience with one of the leading Companies in domains of Accountant, HR & Taxation.
* Consistently promoted in job responsibilities due to excellent efforts and outstanding performance demonstrated in various work profiles from Accountant.
* Successfully achieved assigned worked consistent with company standards.
* Demonstrated integrity and strong work ethic in maintaining confidentiality in official records as well as flexibility in working well in cross-functional teams.
* Successfully achieved best performance parameters as well as organizational goals and objectives.
* Established and maintained excellent relations with clients, suppliers, colleagues, staff and management.

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| **Accounting Software Knowledge** |

* Peachtree
* MIS (UIG)
* Tally ERP 9.

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| **Proven Job Role** |

**ACCOUNTS OFFICER @ Famous Minta Food (PVT.) Ltd. Pak. [JUL 2017 to Present]**

* Managing the payroll through Peach Tree for the entire group.
* Monitoring the employee reimbursements, leave salary, full and final settlement
* Completing the joining formalities and induction of new joiners.
* Updating and maintaining the employee database accurately.
* Welcome new employees to the company.
* Provide new hires with information on company policies and procedures.
* Maintain employee information in databases and ensure appropriate modifications.
* Provide administrative support by maintain employee records and performing data entry duties.

**ACCOUNTS & TAXATION OFFICER @ Anwar and Company (PVT.) Ltd. Pak. [JUN 2016 to JUL 2017]**

* Managing Firms Accounts.
* Preparing And E-Filling of Income tax Return & Wealth Statement / Withholding Statements of Individuals,

AOPs & Companies.

* Preparing And E-Filling of Sales Tax Return & PRA Returns for Companies and individuals.
* Documentation And e-Filling of Refund Cases, Assisting in Preparing Appeals to the Commissioner Appeals & Appellate Tribunal.
* Handle all the Tax & Accounts related Documents.
* E-Registration of client for Income Tax and Sales Tax, Creating PSIDs.
* Managing Petty Cash.
* Handling all Clients Record.

**ACCOUNTS OFFICER @ Hexon Chemicals (PVT.) Ltd. Pak. [JUL 2015 to JUN 2016]**

* Receiving, opening and logging invoices.
* Prepare payment vouchers and monitor invoices submitted by the Clint.
* Monitor accounts to ensure payments are up to date.
* Prepare batches of invoices for data entry.
* Resolve invoice discrepancies and produce monthly reports.
* Act as a petty cash custodian and prepare petty cash for replenishment.
* Online Data entering of customer details.
* Maintain Bank and Account Ledgers.
* Other duties as assigned by management.

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| **IT Proficiency** |

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* Proficient in MS Office application (Word, Excel, PowerPoint, FrontPage, Email Applications and Internet)
* Conversant with RMS System.

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| **Personal Details** |

Nationality : Pakistan

Date of Birth : 25th Feb 1990

Marital Status : Single

Visa Status : Visit Visa

Languages : English, Urdu

Joining : Immediate

Reference : Available upon request