

MUHAMMAD KAMRAN

ACCOUNTANT

Contact Information:

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Location: 6th Road Street, Rawalpindi, Pakistan

PROFESSIONAL SUMMARY

Detail-oriented Accountant with over 4 years of experience in managing financial accounts, bookkeeping, and generating financial reports for various companies. Adept at working remotely with international clients, utilizing cloud-based accounting software like QuickBooks and Oracle NetSuite. Proven track record of improving financial processes, reducing overdue accounts, and implementing efficient financial systems. Skilled in communication, problem-solving, and process optimization, seeking remote accounting opportunities to leverage expertise in financial management and team collaboration across different time zones.

KEY SKILLS

Accounting Software: QuickBooks, Oracle NetSuite, Xero, Zoho, ERP systems

Financial Analysis: Income Statements, Balance Sheets, Financial Reporting.

Remote Work Tools: Microsoft Teams, Zoom, Slack, Google Workspace

Technical Skills: Advanced Excel (Pivot Tables, VLOOKUP, XLOOKUP), Data Cleaning.

Accounts Management: Accounts Receivable, Accounts Payable, Bank Reconciliation, Credit Analysis

Process Improvement: Streamlined accounting procedures, automated manual processes.

Communication: Strong written and verbal skills in English, Urdu, Punjabi, and Pashto

EDUCATION

Master of Commerce

Northern University, Nowshera — Oct 2018 - Nov 2020

Graduated with a GPA of 3.48

Bachelor of Commerce

University of Peshawar — Aug 2016 - Mar 2018

Graduated with 914/1400 marks

WORK EXPERIENCE

Accountant

Spectre Tech Services (SMC-Private) Limited, Islamabad – June 2023 - Present
Work for Gillson Trucking (USA) Client

Managed daily customer invoices in QuickBooks, ensuring timely and accurate entries.

Implemented automated invoice tracking, reducing invoice processing timely.

Communicated with field teams for adjustments, reducing processing errors.

Generated weekly and monthly A/R & A/P aging reports for better cash flow management.

Enter daily bank transactions including EFT, Check, and Credit Card payments.

Reconciled bank and credit card statements, minimizing discrepancies.

Managing Related Party Transaction(RPTs).

Post and Process journal entries to ensure all business transactions are recorded.

Collaborated with the field team on debt management and lease income accounting.

Assisted in the preparation of monthly financial statements according to schedule.

Conducted monthly variance analysis to ensure alignment with budgeted figures.

Assistant Accountant

Sadiq Poultry (Pvt) Ltd., Rawalpindi – March 2022 - May 2023

Prepared and recorded cash payments, receipts, invoices, and checks using ERP software.

Managed daily cash handling, ensuring accurate record-keeping in the Excel cash book.

Streamlined monthly income and expense reporting, reducing reporting time.

Led final settlement calculations for employees and prepared payroll in HCM software.

Implemented a new internal automated accounting system, improving data accuracy.

Reviewed and approved expense reports, maintaining adherence to company budgets.

Conducted periodic audits to verify the accuracy of accounting records and documents.

Developed cash flow forecasts to support financial decision-making.

Accountant

Suzuki Nowshera Motors, Nowshera Cantt – February 2020 - January 2022

Maintained financial records, including journals, ledgers, and reconciliations.

Collected payments for advance registrations and processed transactions for spare parts sales.

Generated monthly financial reports, identifying key trends to support decision-making.

Oversaw petty cash management, ensuring proper documentation and record-keeping. Analyzed discrepancies in financial records, suggesting corrective measures.