

Muhammad Amir Zeeshan

Master in Economics

CA Continued

Audit Firm Articles

Married in Nov 2016

1 Daughter

2 sons



Ghure Town, Islamabad



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Introduction & Summary

Experienced finance professional with over 6 years in accounting and financial management, holding a Master's in Economics. Proven expertise in financial reporting, documentation, and compliance, with a strong background in Corporate sectors. Proficient in various accounting software including ERP Io-Snack, Odoo, Xero, and QuickBooks. Skilled in tax compliance, bank reconciliations, payroll processing, and team management. Adept at fostering client relationships and streamlining accounting processes. Seeking to leverage extensive advisory and audit experience in a challenging managerial role.



Sport
Only Cricket

Skill & Expertise

1. Accounting Software

- ERP Io-snack
- ERP Odoo
- Xero
- Intuit QuickBooks
- Desktop QuickBooks
- VT Transaction
- VT Transaction Plus
- Dext
- Docu-clipper
- MS Office (Advance)
- Manual Register

2. Communication Tools

- Zoom
- Teams
- WhatsApp
- AnyDisk+Call
- 3cx, Slack,
- Google meet

3. Tax, SECP & Banks

- IRIS Filling
- EFBR PS ID's
- SECP Compliances
- Bank Online Portals
- Documents Conversion

4. Specialities

- Data Entry & Book-Keeping
- Payroll & Taxation (WHT)
- Monthly Closure & Recons
- Funds Management
- Funds Reports
- Cheque issued management
- Monthly Financial
- Budgets compliance
- Forecasts

Experience

5th professional organization duration 2 Months

Assistant Manager Accounts: Sky 9 Builders & developers (1st Sep 2024 – Till Date)

(Sky 9 is Construction & Development company specially in Hospitality & Real Estate. Sky 9 is currently engaged in HIGH Rise plazas & Hotels 1: Best western Hotel 2nd: Ramada Plaza 3rd: Pearl Continental Hotel. All these projects are located in Phase 4 Bahria Rawalpindi. The Accounting Software implemented are ERP Io-Snack and Quick Book Simultaneously. My responsibilities are as follow but not limited to this.)

Tasks are listed as Daily Weekly & Monthly: **Reporting & Presentation to directors are exclusive:**

- | |
|---|
| 1. Daily Book Keeping & Filling |
| 2. Daily Banks Recons |
| 3. Daily Cash Flow |
| 4. Weekly Accounts Payable & Receivables Recons |
| 5. Weekly tax PSID handling |
| 6. Accruals & Amortization |
| 7. Payroll & taxation |
| 8. Disbursement & Booking |

Business days: Monday – Saturday. (26 working days). (yearly 30 days leaves) (Basic Salary)

Business Hours: 9am – 6pm (234 working hrs). (Payroll processing Cycle 15 of next month)

4th professional organization duration 1 Year

Assistant Manager Advisory: Parker Russell AJS Islamabad (15th Nov 2023 – 30 Aug 2024)

(Parker Russell is Category A Audit firm recognized all over Pakistan and world wide also. I was onboarded for a special client **Sky 9 Builders & Developers** for outsourced accounts & advisory. 3 Juniors resources were given for handling the client & assignment. My role was as follow.)

- | |
|---|
| 1. Reporting & assisting client with desired reports & ensuring SOPs of operations. |
| 2. Accounts Team Grooming, Supervision and Guidance for smooth operations. |
| 3. Issued Cheques Management & Reporting for efficient & Effective Payment Process. |
| 4. Employees Biometric attendance verification and payroll/salary sheet creation. |
| 5. Reconciliation of accounts & Parties for better reporting & business relationship. |

Firm Business Days: Monday – Friday. (24 working Days). (30 yearly leaves) (Basic Salary)

Firm Business Hours: 9:30am – 5:30pm (192 working Hrs). (payroll process cycle 5th of next)

3rd professional organization duration 2 Year

Senior Advisory Associate: Luqman & Co Chartered Accountant (14 Oct 2021 – 30 Oct 2024).

(Luqman & Co operate under prime advisory services. I Joined this firm for perusing my ICAP registered Articles last 2 years by taking NOC from my earlier Audit Firms. Stipend rates were very low and my previous firm was located in Islamabad where hostel fee was above the stipend. As soon as i joined this firm i was deployed on a NBFC Client **Qisstpay BNPL Private Limited** engaged in business of Micro & Nano lending. The deployment date was initially for Book-Keeping & reconciliation in addition to supervision of 2 junior resources from Oct-21 till Jul-22 & scope was increased as a full accounts department was outsourced from Aug-22 till May-23 with a team's members 4. Accounting Software used was intuit QuickBooks. Here at this client my role was:

1. Team guidance and grooming.
2. Completeness and Correctness of Data entry.
3. Reconciliation Bank statement and 3rd party communication.
4. Tax with holding compliance and PSID generation and CPR sharing.
5. SECP Reporting & Financial reporting.
6. Ageing analysis & Budgeting.
7. Bank dealing & Online banking Portal management.
8. Funds Disbursement & Mobilization.

After Concluding the client Luqman & Co got engaged with UK Audit firm **Certax Kent Ltd** for VAT filling & booking for international Client. Separate team was hired for separate branch office. This assignment lasted for 5 months from June-23 to Oct-24. My Role was as follows.

1. Got trained & familiar initially with individuals, Teams, Software and Data & Tools.
2. Started as trainer for local hired team. (Xero, VT Transaction & Plus, QuickBooks)
3. Implemented the process required as per UK Firm.
4. Managed over 150+ clients for VAT filling & 70+ Client for Book-Keeping.

During the 2-year phase i also leaded 3 external audits 2 for **Mountain vistas private limited** year ended June 23 & June 24. They were construction shopping mall (Metropole) at Saddar Rawalpindi. I also leaded **Alvi trust** external audit for year ended June 21.

At 30th Oct 2024 i officially & Finally Completed my articles and took a 14 days break for refreshment and relaxing. As i was offered by Parker Russell AJS and was accepted also.

Business Working Days: Monday – Friday (22 working days) (36 yearly leaves)

(Stipend+travelling+Entertainment+eid bonuses)

Business Working Hours: 10am – 6PM (176 Hrs) (payroll processing 27th of current month)

2nd professional organization duration 2 Year

Advisory & Audit Associate: Parker Russell AJS Islamabad (1st Nov 2019 – 13th Oct 2021)

(After Taking 1 year training at my 1st firm i joined Parker Russell AJS Islamabad to register my articles. As my previous Audit firm was not registered as per ICAP byelaws to act as a training organization. As Soon i joined the firm they got me registered with ICAP and was deployed on **Rotan Private Limited**. This was engaged on FWO SWAT-Mardan Xpress way

project. Rotan Ltd Got one 100 Feet Bridge Construction and twenty Culverts construction contract. They outsourced their Accounts department to Parker Russell AJS. I was singly responsible and managing following:

1. Cash register and attendance register for site worker initially.
2. MS Office & Desktop Quick Book.
3. Vendors & Payable Accounting & Recons.
4. Cash Handling and management.
5. Weekly payments and reporting.
6. Odoo implementation, Operation & Data entry for reporting and Islamabad Head office decision making.

The project lasted for 14 months and Military engineering services awarded a contract to Rotan So moved to head office. Initial 2 year with Parker Russell AJS were mainly with Rotan Private limited. During the phase was given exposure to fortnight assignment of Internal Audit @ **Pakistan Sweet Home** (orphanage), External Audit @ Be-dare (The Organization for women empowerment and external Audit of Dar-gai Polymers (plastic manufacturer. After two years at Parker Russell AJS i requested sir to give me NOC.

Firm Business Days: Monday – Friday. (24 working Days). (30 yearly leaves) (Stipend)

Firm Business Hours: 9:30am – 5:30pm (192 working Hrs). (stipend process cycle 5th of next)

1st professional organization duration 1 Year

Trainee: Jamal A. Nasir Chartered Accounts (8th Oct 2018 – 18 Oct 2019)

(This was my 1st professional learning Firm. Here i learned from basics that how a company is registered? What are the documents required and how are processed for incorporation? What is the second step for capital injection & how are the bank account opened? How is returned filed for Income tax of a company & individual. Here i also learned how accounts department gets things done. In Jamal A. Nasir & Co, i did the following tasks and Job description.

1. Company Incorporation and documents scanning & upload on SECP Login Portal.
2. Challan Creation for the same and its payments.
3. Company income tax returns filling & Also Individual income tax return filling.
4. Attended 2 external audits firstly The Shalimar Club Rawalpindi (Sports Events) and Pak Foundry Builders the Government school contractor.
5. I also attended Internal Audit Assignment on FIA Housing Society Blue Area.
6. I also Attended a Forensic / Agreed Upon Procedure Audit on Strongman Builders I-10 Islamabad.

The software used for accounting were Desktop Quick-Books & Intuit Quick-Book while Pak foundry was using manual register & MS Office for there Data Maintenance & reporting. This initial phase of learning is my memorable movement as here my stipend was less then my transport fare but learning kept me motivated.

Firm Business Days: Monday – Friday. (22 working Days). (15 yearly leaves) (Stipend)

Firm Business Hours: 11:30am – 5:30pm (132 working Hrs). (Stipend process cycle 5th of next)

Education

1. Master in Economics Kohat University of Science & technology June-2021 Completion Date Subjects: Macro & Micro Economics, HR Economics, Industrial Economics, Econometrics, Statistical Economics, Mathematical Economics, Marketing Economics.
2. Bachelor In Arts Kohat University of Science & technology August-2019 Completion Date Subjects: English, Islamic Studies, Political Science, Sociology .
3. Certificate in Assessment of Fundamental Competencies Institute of chartered accountants of Pakistan Subjects: Functional English, Business Communication, Quantitative Methods, introduction to information technology. January 2019 Completion date
4. Certificate in Accounts & finance Institute of chartered accountants of Pakistan Subjects: Economics, Introduction to Accounting, Business management, Company Law, Financial Reporting, Audit, Taxation, Cost Accounting November 2019 Completion date

Achievement's Certificate

1. Jamal A. Nasir 1 year Experience certificate as a Trainee Associate.
2. Rotan Private limited 2-year Experience Certificate as an Assistant manager Account.
3. Qisstpay BNPL Private Limited 1 year Experience certificate as an Assistant manager Finance.
4. Certax Accounting Kent Ltd 5 Months experience certificate as a assistant manager Project.
5. Parker Russell AJS experience certificate as an Assistant manager Advisory.