

MUHAMMAD ISMAIL

Accounts Officer | Bookkeeper

+92 313-5415927 @ mrmismail.pk@gmail.com https://www.linkedin.com/in/mdismail-pak Islamabad, Pakistan

SUMMARY

With over 7 years of experience spanning both IT organizations and the food and confectionery sectors, I have honed my skills as an Accounts Officer. At Gubloo Technologies Pvt Ltd in Islamabad, I adeptly manage company financial activities using Waveapp.com accounting software. My responsibilities include processing payroll, management of Petty Cash, handling accounts payable and receivable, assisting the Accountant with tax filings, and conducting daily and weekly financial statement reconciliations. Furthermore, my background as a Database Executive and Billing Clerk (from December 2016 to June 2022) equips me with expertise in retail and wholesale software, invoicing, ledger management, demand drafts, monthly and annual business closings, return on investment (ROI) analysis, and meticulous recording of sales and inventory data. Additionally, I bring valuable experience from the distribution business.

EXPERIENCE

Accounts Officer | Bookkeeper

Gubloo Technologies (PVT) LTD 07/2022 - Present Islamabad
https://gublootech.com/

Monthly Payroll for 80+ Employees:

- Calculate salaries, deductions, and contributions.
- Use payroll management software (e.g., Standard Chartered Bank Payroll Partner).

Account Payable (AP) and Receivable (AR) Processes:

- Record transactions accurately.
- Manage invoices and payments.
- Regularly reconcile bank statements.

Financial Statements' Preparation:

- Generate balance sheets, income statements, and cash flow statements.
- Utilize accounting software (e.g., Waveapp.com).

Expense Reports and Vendor Invoices:

- Verify receipts.
- Allocate expenses to appropriate cost centers.
- Maintain organized records.

Tax Compliance:

- Assist in preparing tax returns.
- Ensure compliance with local and national tax regulations.

Confidentiality and Professionalism:

- Handle sensitive financial data professionally.
- Maintain confidentiality.

Petty Cash Management:

- Regularly reconcile petty cash balances.
- Replenish funds as needed.

EDUCATION

Bachelor of Commerce

Government College of Commerce
09/2011 - 09/2013 Attock

SKILLS

Bookkeeping

Invoicing

Payroll

Accounts Payable

Cash Handling

Financial Statements

Tax Experience

Accounts Reconciliation

Administrative Experience

Attention to detail

Data Entry Clerk

Time Management

Transparency

Documentation

ACCOUNTING SOFTWARE

WaveApp

QuickBooks

Sales Software

SND Pro

SalesFlo

Cloud Talent

Fourgen

STRENGTHS

Financial Analysis

Developed financial reports leading to a 20% reduction in operating costs.

EXPERIENCE

Accounting & Billing Clerk | KPO
National Foods Limited & Ismail Industries Limited

02/2019 - 06/2022 Attock

- Utilized sales software for payment processing, expense tracking, and invoice generation.
- Handled accounts payable (AP) and accounts receivable (AR) processes with a focus on accuracy and timeliness.
- Processed and verified invoices, ensuring accuracy and compliance with company policies.
- Organized and maintained a filing system for invoices, receipts, and other financial documents.
- Prepared journal entries for month end closing procedures, ensuring proper expense allocation.
- Utilized various sales software systems (e.g., Sndpro, Salesfio.com, Cloud tenant, and Fourgensys.com) to accurately record Business Data.
- Generated aging reports for outstanding customer invoices, facilitating timely collections efforts.
- Verified the accuracy of purchase orders against received goods or services before processing payments.
- Tracked outstanding balances and followed up with customers for prompt payment collection.
- Maintaining an accurate inventory of products.

Database Executive | Distribution Manager

Peek Freans Pakistan (EBM) 12/2016 - 01/2019 Attock

- Maintained multiple Ledgers at Distribution type business e.g., Companies & Customers
- Generated reports, completed work in designated locations and performed backup operations
- Processed and verified invoices, ensuring accuracy and adherence to company policies
- Communicated effectively with clients regarding their billing statements and payment options
- Ensured compliance with legal requirements related to invoicing and taxation regulations
- Developed strong relationships with vendors to negotiate favorable terms for services rendered
- Inventory and Staff Management
- Communicating with customers about deliveries and addressing any issues.

LANGUAGES

English
Advanced



Urdu

Native



STRENGTHS

Process Improvement

Identified inefficiencies in accounting processes and implemented solutions leading to a 30% increase in efficiency.

Attention to Detail

Ensured accuracy in financial statements leading to successful completion of internal and external audits.

KEY ACHIEVEMENTS

Process Improvement Initiative

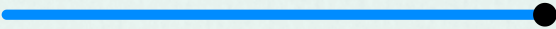
Identified and implemented new process resulting in a 40% reduction in processing time.

Successful Audit Completion

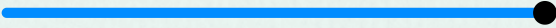
Successfully completed an external audit resulting in no findings and a clean audit report.

INDUSTRY EXPERTISE

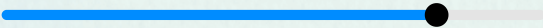
Food



Confectionery



IT / Software Company



CERTIFICATION

IELTS

5 Bands