

Muhammad Zaid



Personal details



Muhammad Zaid



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0301-5841206



Police Training College Sihala
Rawalpindi

Skills

CMS & Sidat Hyder Accounting
Software

MS Office (Excel, Word)

Task & Time Management

Customer Relationship Management

Payroll Management

Financial Reporting

Proficient in handling all bank-related
operations

Experienced in assisting annual
audits and maintaining high accuracy
in financial records through proper
documentation, verification, and
reconciliation processes.

Languages

Hindko, Punjabi, Urdu & English.

Profile

Detail-oriented Accounts Officer with extensive experience in managing comprehensive accounting operations, including payroll, bank reconciliations, and financial reporting. Adept at ensuring accuracy in financial transactions and maintaining thorough documentation to support audit processes and internal controls.

Education

Bachelor (Hons) in Business & Management Studies ICM UK (HEC Recognized)	2016
I.Com BISE Lahore	2013
Matriculation Abasen Public School & College, Mansehra	2009

Employment

Accounts Officer

The University of Lahore, Skans Education Pvt Ltd & SM Foods.

- Managing daily accounting operations including expenses, accounts payable/receivable, and record updating to ensure accurate financial records.
- Performing monthly bank statement reconciliation and reviewing discrepancies.
- Handling payroll operations including salary preparation, deductions, and forwarding finalized payroll to HR.
- Maintaining yearly salary sheets and monthly payroll documentation.
- Drafting memorandums and managing official correspondence.
- Managing petty cash, receipts, deposits, cheque handling and banking procedures.
- Posting vouchers, bank receipts, and payments vouchers in Accounting software i.e CMS and SIDAT HYDER.
- Cross-checking all accounting entries and transactions for accuracy.
- Preparing monthly deficit/surplus analysis and financial reporting.
- Maintaining and reconciling ledgers with bank statements.
- Maintaining statement of Financial position on monthly, quarterly & yearly basis.
- Preparing monthly and annual financial reports for management.
- Providing assistance to the internal & external audit teams.
- Implementing and monitoring internal controls to ensure compliance with accounting standards and company policies.
- Assisting in budget preparation, forecasting, and variance analysis to support financial planning.
- Ensuring timely processing and payment of invoices to maintain strong vendor relationships.
- Collaborating with cross-functional teams to improve accounting processes and financial data accuracy.