



Tahir badshah

Musaffah M 34 Abu Dhabi, UAE

Phone: +971 588968203

Email: tahirbadshah15@gmail.com

ABOUT ME

Highly motivated detailed oriented and energetic financial accountant with years of diverse in accounting, with excellent deadline driven, analytical and strong organizational skills Excellent communication skills with a talent for analysing problems, developing and simplifying procedures, and finding innovative solutions for job efficiency Strong customer service skills, flexible, dependable, and work very well with others as well as independently. Areas of expertise include accounting processes, financial reporting, government reporting and payroll.

SKILLS

MS Office: _____

QuickBooks: _____

Tally: _____

Zoho Books: _____

LANGUAGE

English

Urdu

Pashtu

EXPERIENCE

ACCOUNTANT

ASK development private ltd, Islamabad
Pakistan 2019-2021

- Responsible for day-to-day finance, accounts, and banking operations.
- Managing general ledgers and posting accounting vouchers (Invoices, Bills, Receipts, Payments, and Journal vouchers)
- Handling Petty cash and salary processing
- Undertake daily reconciliation of receivables, payables, and bank transactions and resolve accounting discrepancies.
- Compute taxes owed and prepare tax returns, ensuring compliance with payment, reporting, and other tax requirements.
- Prepare payments by verifying documentation and requesting disbursements.
- Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other management reports.
- Establish and maintain fiscal files and records to document transactions
- Maintain document control, sorting and Filing
- Staff Payroll and related payments
- Cash flow, bank and account reconciliation

ACCOUNTANT

Bahawalpur development private ltd,
Pakistan 2018-2019

- Worked under the finance manager head of the department to handle tasks such as payroll and accounts receivable, accounts payables.
- Performing tasks, such as making entries into ERP and filing documents.
- Handle Petty cash and other day-to-day transactions on a daily basis.

PERSONAL INFORMATINS

Gender: Male

Date of Birth: 13-05-1990

Place of birth: Abu Dhabi

Marital Status: Single

Nationality: Pakistan

Visa Status: Visit Visa

- *Interacts with external auditors in completing audits.*
- *Preparing Tax reports and returns, financial reports and statements, bank reconciliations, and regular cash flow management.*
- *Prepare and review payroll entries, invoices, and other accounting documents.*
- *Bank reconciliation.*
- *Resolve accounting discrepancies.*
- *Handling communications with clients and vendors via phone, email, and in-person.*

AUDIT INTERNEE

Sadique and Co Chartered Accountant
Pakistan 2018-2018

- *Evaluating financial statements and assessing accounts for accuracy and compliance.*
- *Checking business transactions are properly recorded in the books of accounts.*
- *Checking whether recorded transactions are duly supported by documentary evidence.*
- *Verify that all the documentary evidence is authenticated and related to business transactions only.*
- *Verify that transactions are free from errors.*
- *Check the accuracy of accounting transactions.*

EDUCATION

Master of Business Administration
Comsats University of Science and Technology
Islamabad, Pakistan (2018)

Bachelor of Business Administration
Kohat University of Science and Technology
Kohat, Pakistan (2014)