



Syed Muhammad Bilal Shah

Chartered Certified Accountant – ACCA

Audit, Finance & Accounting Professional with 5 years' experience

Areas of interest: Accounting, Finance, Audit, Costing, Management, Production, Taxation

Notice Period: One Month

Visa validity : 11-04-2022

Professional Profile

Highly skilled and meticulous professional having in-depth knowledge of finance, Accounts, costing and administration. My qualification & experience in accounting and audit of various companies has enabled me to develop an understanding of financial environments of diversified industries, aspiring to work with an organization of repute that can offer an opportunity to acquire new set of skills and strengthens the existing.

Professional Certification

- **ACCA—UK (Aug, 2019)**
(Member of Association of Chartered Certified Accountants)

Academic Qualifications

- **M-Com (Aug, 2019)**
(Equivalence)
- **BSc (HONS) – in progress**
Opted for BSc (HONS) in Applied accounting from Oxford Brookes University UK
- **SSC and HSSC**
(BISE Mardan) – Pakistan

Diplomas

- Strategic Professional
- Advance Diploma in Accounting & Business
- Diploma in Accounting & Business

Contact information

Current Location : Prominent Printing & Pub. Co LLC , Plot # 598-1625 , Street # 59 , DIP 1 , Dubai - UAE

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Professional Experience

1) Accountant/MIS implementation Manager

Prominent Printing & Publishing Co LLC - Dubai – UAE

(Kazani group of Companies) (March, 2020 till date)

Scope of work:

Core duties include Implementation of MIS software including staff training, Transforming conventional system into advanced and automated system. Moreover I perform detailed working on jobs costing & supervise store & Purchase, assist audit, admin & accounts departments.

Costing & Production:

- Implementation of productivity related production reports
- Checking Production logs & job bags for accuracy & completeness of information
- Job wise costing of each job
- Maintaining detailed costing sheets
- Identification of favorable & adverse jobs
- Waste calculations & steps to maximize profitability
- Regular meeting with Production manager & supervisors for improved production
- Implementation of (PMS) Management information system including staff training
- Reportable to directors regarding costing & productivity
- Identifying key factors to enhance profitability
- Analysis of monthly financials with costing sheets
- Others assignments as & when required

Accounts & Audit:

- Managed accounts payables
- Processed bank payments
- Recording purchases, Cash/bank payment Vouchers in tally
- Petty cash management both manual & tally
- Reconciliation of imports
- Monthly & Yearly stock comparison reports
- Working on weekly and monthly consumption reports
- Reviewing monthly inventory closing in tally
- Reviewing Purchase orders, Invoices etc.
- Supervision of weekly & monthly stock reports
- Supervision of Stores
- Conducting annual stock takes for audit purpose
- Month end reconciliation of Physical stock vs Accounts
- Assisting finance manager in day to day accounting assignments
- Assisting internal auditor in various tasks
- Coordination with suppliers & 3rd parties



IT Skills

- Tally ERP
- Phoenix MIS
- FoxPro ,
- MS Office
- Computer OS,
- Wizmen ERP
- Quick Books

Professional Skills

- Financial reporting
- Book keeping
- accounts reconciliations
- Monthly & yearly closings
- Income and expense analysis.
- receivables & payables management
- Petty cash & banks
- Payroll experience
- Multitasking
- Strong communication skills
- audit and stock takes
- Fast learner for new technology systems
- Have trained staff on several occasions

Personal Profile

Date of Birth: 12th Dec 1992

Nationality: Pakistan

Marital Status: Single

Passport & Visa Details:

Visa status : Employment

Visa valid till 11-04-2022

Duration : 2 Years

Passport # ZS5141512

Expiry : 17-11-2024

UAE Driving License

Status: Waiting for RTA final test

Languages

English , Urdu , Pashto

References

Available on request

HR & Admin:

- Renewal of Vehicle's insurance
- Working on Group life insurance & medical insurance
- Handling Employees visa renewals & contracts , Updating Employees files
- Working on employees attendance sheets and salaries
- Calculations of Annual leaves & gratuity

Other Professional Experience

2) Accounts Officer cum Admin Assistant

Frontier Woollen Mills (Pvt) Ltd (Frontier group of Companies) (Jan, 2017—Jan, 2019)
Peshawar , Pakistan

- Preparation of financial statements, reports and records by collecting, analyzing and summarizing accounting information
- Participation in financial standards setting and in forecast process
- Posting of accounting entries into respective ledgers
- Recording sales and managed costing sheet
- Support month end and year end closing process
- Reconciliation of suppliers and bank statements
- Assisted external and internal auditors
- Liaise with Finance manager to improve financial procedures
- Managed payables and receivables
- Assisted tax department in tax audits and tax returns
- Coordination with imports department on LC payments and bills
- Assisted Payroll department in payroll calculations
- Monthly working on employees benefit accounts
- Supervision of store & stock reports
- Drafted daily cash flow report
- Dealt Banks & suppliers
- Worked on accounting software's
- Managed ad hoc reports and tasks
- Supervision of Internal administrative activities in absence of admin officer like transport management, office administration, security management etc.

3) Tax and Accounts Trainee

Unitax Consultants (Feb, 2016 Sep, 2016) Peshawar, Pakistan

Performed different assignments related to sales tax & income tax , Assists clients in financial reports & book keeping

4) Audit Trainee

Naveed Zafar Ashfaq Jaffery & Co Chartered Accountants (June, 2015—Nov, 2015)
Peshawar, Pakistan

Assisted clients in preparation of financial statements in accordance with the Applicable financial reporting framework. Developed audit programs with reference to scope of work of the engagement to gather sufficient and appropriate audit evidence on which audit opinion could be based. Evaluation of internal control systems and making appropriate recommendations to the management. Performed Stocks takes & in-house accounts and book keeping services.