



About Myself

7+ Year of Accounts & Finance experience
Extensive knowledge of Accounting Software's & ERP Systems, Skilled in Regulatory Reporting, Accounting, Tax, Operations & Financial inquiries from Internal Management & Potential Clients. Strong leadership skills and consistently meeting deadlines under pressure.

EDUCATION:

MBA – FINANCE

Muhammad Ali Jinnah University – 2018

B.COM

University of Karachi--2015

ACCA FOUNDATIONS :

Tabani's School of Accountancy (TSA)--2012

CONTACT:

Mobile # +923332224638

House No.A-189 Gulstan-E-

Jauhar, Block 7, Karachi

Email:

mtalha640@gmail.com

MUHAMMAD TALHA SIDDIQUI

EXPERIENCE:

WEBIOTIKS (U.S BASED INSURANCE & MARKETING COMPANY)

STAFF ACCOUNTANT

(JAN 21 – PRESENT)

- Invoices & J.E Postings
- A/P Reviews & approvals
- U.S Client Dealing & Vendor Coordination's
- Presentation, Query & Planning of Workflow to New Potential Clients.
- Credit Cards & Vendor Reconciliation

HUBDIGIT (U.S BASED (PSN GROUP) MEDICAL & HOSPITALIZATION FIRM)

SUPERVISOR (A/P & GL)

(AUG 2020 – JAN21)

- Preparation of fixed assets register, accruals, prepayments, loan
- Amortization schedules.
- Receivables & Payables
- Summaries of lease & loan agreements.
- Reconciliations
- Internal checks & controls.
- Compliance report.

PIRANI GROUP OF COMPANIES

ACCOUNTS EXECUTIVE

(2019 DEC- 2020 JULY)

- Associates Reconciliation, Bank Reconciliations, Data Entry
- Monthly & Half Yearly Financial
- FBR Queries
- Liaison with Internal Audit department for monthly closings, stock counts, effectiveness of internal control & compliance.
- Compliance Audit review report.

ASSISTANT MANAGER FINANCE: AROCHEM ENTERPRIS ES

(2018-2019)

- Daily Sales, Dispatched, Recovery, Inventory, Bank Position Reporting
- Receivable & Payable Management, Ledger Reconciliations.
- Budgeting, Costing, Data Entry Supervisory & Warehouse Management.

ASSISTANT ACCOUNTANT: MEDICAM GROUP OF COMPANIES

(2016-2018)

- Monthly Cash flows, Bank Recon, Financial Statement
- Data Entries, Vouchers, Payroll & Production Costing.
- Internal Audit (Coordination with internal audit teams for stock counts, inventory valuation, production costing)
- Production & Factory Affairs.

STAFF ACCOUNTANT: S UNSTATE ACCOUNTS & TAXATIONS

(CPA). FLORIDA

(2014-2016)

- Bookkeeping, Bank Reconciliations
- Financial Statement Analysis
- Ledger Reconciliation
- Variance Analysis

AREA OF EXPERTISE:

- Financial Statement & Variance Analysis
- Business development & Strategic Planning
- Budgeting, Sales Forecasting & Demand Planning's