

MUHAMMAD TAYYAB SHAHEER

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PROFESSIONAL SUMMARY

Solution-driven and results-oriented professional with a background in **Assurance** and **Business Development**, complemented by an entrepreneurial venture. Retained experience while working at **ibex - SquareTrade** in **audit procedures, compliance management, risk assessment, fraud control** and collaborative efforts to enhance **operational efficiency**. Specialized expertise as a **BDO**, involved in engaging clients, conducting **market analyses**, presentations and meetings with **C-Level Officers**, negotiating deals and collaborating with marketing for impactful campaigns. Founded **ICS** with vision to provide multi-cleaning solutions and mobile services. Company's closure amid financial challenges enhanced **resilience** and imparted invaluable lessons. Today I am eager to join an organization offering trust & responsibility in exchange for my strong **sense of ownership** and **dedication**.

STRENGTHS AND EXPERTISE

Cultural Competence
Project Management
Salesforce Proficiency

Internal Audits
Risk Assessment & Management
Disciplined Learning

CRM Competency
Effective Communication
Analytical Skills

PROFESSIONAL EXPERIENCE



Immaculate Restoration

January 2023 - July 2023

Partner

Our company's vision was to offer multi-cleaning solutions to both individuals and commercial entities. My primary responsibilities included engaging potential clients, forwarding offers and proposals to potential partners and overseeing the campaign operations. Highlights of my learnings are **Strategic Sales Collaboration** and **Market Analysis**.

Accomplishments:

- Partnered with different service professionals and created a **network of industry professionals**.
- Provincial Expansion.
- Website : immaculatecleaningservice.ca
- This entrepreneurial venture, though met with financial challenges leading to its closure, provided invaluable lessons



Ibex Global

October 2020 - October 2022

Assurance Specialist - Risk Management

As an Assurance Specialist I was the point of contact and a subject matter expert for the Assurance team, upholding absolute discretion while overseeing process **compliance**, carrying **risk model assessments**, and identifying and preventing fraudulent activities.

I was employed to work for **SquareTrade Inc**, an **Allstate** backed American extended warranty service provider for consumer electronics and appliances headquartered in San Francisco, US. My responsibilities included **conducting regular confidential audits**, **liaising** with the corporate resolution team and the **legal team** for high-risk cases and escalations.

Core Functions:

- Policy Review and Analysis
- Compliance Oversight
- Fraud Control
- Risk Mitigation
- Collaboration with Underwriting and Claims
- Regular Audits and Risk Model Assessments

Accomplishments:

- I was selected for the **leadership training program** that formed a pool of potential candidates to equip them with necessary skills and gave them the prospect to become future managers.
 - Introduced and executed **new processes** for insurance fraud detection.
 - Awarded employee of the month title for the 3rd month after joining.
 - **Reputation for tough negotiations** and **conflict resolution** before the matters escalated to our Legal team.
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PERSONAL ASPIRATIONS

I am eager to continue my professional journey with an organization that is solution-driven, **people-oriented**, and committed to making a **positive impact**, my aspiration is to **contribute meaningfully to society** while fostering my **personal and professional growth**. With a firm belief in the transformative power of continuous learning, I aim to evolve into a **valuable member** of society and a **valued professional**.

EDUCATION

During my academic pursuits, I have acquired a **solid academic foundation** in **accounting and audit** concepts, including the preparation of **MIS reports, Trial balance, Forecasts and Budgets, P&L account, Balance sheet**, and other aspects of **accounting and finance**. Although my practical experience in the field is limited, I am enthusiastic about the opportunity to apply my theoretical knowledge in a real-world setting and further develop my skills

Chartered Management Accountancy - ICMAP

Having passed the first two levels and clearing 14/18 exams I am currently studying to get my last and final certificate for strategic level.

Intermediate -DJ Sindh Govt. Science College

Completed in 2016 with engineering group and managed to secure 74% marks.

Matriculation - OISS

Passed Matriculation with computer science group in 2014 & secured 84% marks.

LANGUAGES

English - Fluent/ Bilingual

Urdu - Fluent/ Native

Punjabi - Fluent/ Native

INTERESTS & HOBBIES

- I play Badminton as a competitive sport and have represented Sindh Team in national tournaments.
 - Poetry - I write and I might soon publish the first edition of my collection.
 - Philosophy.
 - Swimming.
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Tayyab Shaheer



CMA Affiliate

Dear Hiring Manager,

As an aspiring Certified Management Accountant (CMA) nearing completion of the program, I am eager to embark on a professional career aligned with my education in management accountancy. The opportunity to join your company, personally holds great promise for my career advancement.

Throughout my academic journey, I have developed an excellent understanding of accounting principles, including taxation, preparation of financial documents, and financial analysis. My studies have also encompassed areas such as audit and corporate governance. While my practical experience lies predominantly in the Assurance domain, I am enthusiastic about applying my knowledge to real-world scenarios and further honing my skills.

In addition to my academic achievements, I have cultivated a diverse skill set that includes project management, expertise in CRM and conflict resolution. My role in Assurance has strengthened my analytical abilities and decision-making skills. This experience further developed my keen aptitude for risk assessment and management, instilling **disciplined learning** practices to consistently enhance my professional expertise.

As a **self-motivated** individual with a strong **sense of ownership**, I aim to leverage my dedication and rapid learning ability to compensate the potential gaps in experience if any. I am committed to rapidly adapting to the practical demands of the job role and continuously enhancing my expertise.

Sincerely,

Tayyab Shaheer