



Born Jan 17, 1987

Muhammad Zain

S/O: Muhammad Arshad

Address: 104 M Block Gulberg III, Lahore

Domicile: Lahore

Cell: 0300-4441368

Email: zainarshad9@outlook.com

Website: <https://www.linkedin.com/in/muhammad-zain-79250613b/>

Personal Profile

Detail orientated, precise; particular and thorough

- Hard-working, Decisive and results-driven; creative problem-solver
- Team player, reliable and dependable in meeting objectives
- Have studied Taxation, Company Law, Financial Accounting
- **Functional Area:** Accounts and Finance

Professional Experience

DASU Hydropower Consultants Pvt. Ltd. Lahore

Accounts Officer

Aug 2021– to date

- Check and resolve the shortcomings in the local PKR reimbursable Invoices (Site Office portion), and process for Accounts Officer for further submission to WAPDA
- Check the site office vouchers with regards to the requirement of WAPDA (Contract section) standing procedures
- Daily liaison with site office regarding fulfillment of the requirements of WAPDA (Contract section)
- Daily compliance to WAPDA against the site office reimbursable expenses
- Support the management regarding amendment working related to non-technical staff man-months (MM's) salary and contract provisions
- Bank visits for daily operational work

Accounts Assistant

Jul 2019 – Jul 2021

Enrichers Investment Group

Business Development Officer

Dec 2018 – Jun 2019

- Contact potential investors in database and inform about the company's business
- Arrange meetings with potential prospects
- Help clients with trading which would increase their profits

SSS Educational Management (Pvt.) Limited-SICAS

Accounts Officer

Jan 2016 – Apr 2016

- Manage, maintain and reconcile O-Levels and A-Levels students' fee; coordinate with the students' parents
- Maintain online student attendance and handle dispatch work of the school related to British Council
- Oversee the payroll of teachers and other management staff
- Maintain the petty cash sheet
- Handle subsidiary matters related to the Accounts and Finance

Enforcement Wing- Punjab Revenue Authority, Lahore

Assistant

Nov 2013 - Jun 2015

- Provide assistance to the designated officer
- Responsible for record keeping
- Responsible for issuance of show cause notice
- Ensure that the taxpayers are paying monthly sales tax and filing monthly sales tax return ▪ Coordinate other miscellaneous issues

Allied Bank Limited, (HRG), Lahore

Assistant

Mar 2010 - Dec 2010

- Manage the payroll and attendance of outsourced employees
- Overlook the incoming and outgoing dispatch related work of the bank
- Handle miscellaneous issues related to HR

Education & Qualification	MS Accounting and Finance (CGPA: 3.57)	2022
	University of Central Punjab, Lahore	
	Master of Business Studies (CGPA: 3.85)	2016
	Virtual University, Lahore	
	Bachelor of Arts	2010
	The Punjab University, Lahore	
	CA (Foundation Stage)	2008
	Institute of Chartered Accountants of Pakistan (ICAP), Lahore	
Various Projects	<ul style="list-style-type: none"> ▪ Application of International Financial Reporting Standards (IFRS) ▪ Financial budgeting and forecasting ▪ Analysis of financial and nonfinancial information ▪ Accounts payables and receivable management ▪ Investment appraisals and evaluations 	
Computer Skills	<ul style="list-style-type: none"> ▪ MS Office (Word, Excel, Power Point) ▪ Internet, e-mail 	
Workshop Certifications	▪ Presentation Skills Training Course (PTSC)	
Interests	▪ Reading books and playing cricket	