

# MUBASHAR RIAZ



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## Personal Information

- |                  |           |
|------------------|-----------|
| • Nationality    | Pakistani |
| • Religion       | Islam     |
| • Gender         | Male      |
| • Qualification  | MBA       |
| • Marital status | Married   |
| • Experience     | 12 year+  |
| • Passport #     | CD9918764 |
| •                |           |

## Professional Experience

**Vision Village Private Ltd** Mar-21 to Present

### Cloud Accounting Manager-Accountant

- Chartered Accounting Firm Based in Canada
- preparation of Financials of companies based in Canada
- Book Keeping
- Prepare Personal Tax of Canadian Citizens-T1
- Prepare Corporate Tax of Canadian Companies-T2
- Client Communication

**Smart Engineering Services** Nov-17 to Dec-2020

### Accounts Manager

- Reporting to Directors.
- preparation of Financials
- Book Keeping
- Payroll Processing.
- Prepared Detail for sales tax Filing
- Site expense/payments Management.
- Petty cash management.

**Orient cargo Services Private Limited Dec-15 to June-17**

**Accounts officer**

- Reporting to Manager Accounts.
- Ledger reconciliation with Debtors and Creditors.
- Bank reconciliation.
- Maintaining payables and receivables of the company.
- Payroll Processing.
- Maintaining accounts and reports of all branches.

**Asia paint store Jan-15 to Nov-15**

**Accountant**

- Book Keeping
- Payroll Processing.
- Stock Taking and Management

**Dynamic Sportswear Private Limited Feb-13 to Aug-14**

**Accounts Officer**

- Client's Ledger reconciliation.
- Bank reconciliation.
- Maintaining payables of the company.
- Payroll Processing.
- Labor overtime payment calculation.
- Petty cash management.
- Assist in Preparation of Financials.

**Bank of Punjab July-12 to Jan-13**

**Business Development Officer**

- Deposit for saving accounts.
- Deposit for current accounts.
- Acquire and persuade new customer towards banking customer relationship.
- Establishing customer needs and selling products accordingly.
- Arranging meetings with clients and carrying out product demonstrations.
- Researching the market and identifying potential target customers.

**Beacon house Head Office Lahore April-10 to Aug-11**

**Audit Officer**

- Inspect Vouching.
- Verify Payable of the company.
- Perform revenue audit of branches.
- Assist in Branch audit.

### **Professional Qualification**

- **ACCA Foundation**  
Skans School of Accountancy.
- **Master in Business Administration**  
Allama Iqbal Open University.
- **Bachelor of Commerce**  
University of Punjab-Pakistan.

### **Computer Skills**

- Microsoft office-365
- Quick Books Online.
- Quick Books Desktop-2024
- Case Ware-2023 for Financial statements Preparations
- Can tax T1 and T2-2024-updated
- Client Track-6.0
- ERP.

### **Languages**

- English-Urdu-Punjabi

### **Certificate and achievements**

- QuickBooks Desktop Certification
- QuickBooks Online Certification
- QuickBooks online Advance Certification
- ACCA foundation.
- Three months internship in Bank of Punjab.
- Microsoft Office.
- Diploma in air tariff and passenger ticketing.

### **Reference**

- Will be furnished on demand.