

MUHAMMAD SOHAIL ISHAQ

SENIOR ACCOUNTANT | FINANCIAL REPORTING | INVENTORY | ERP SYSTEMS

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Open to Relocation to Saudi Arabia

PROFESSIONAL SUMMARY

Senior Accountant with 5+ years of progressive accounting experience across manufacturing, trading, wholesale, brokerage, and professional accounting services. Experienced in financial reporting, accounts receivable and payable, reconciliations, sales tax and withholding tax, cash and bank management, inventory control, stock audits, and management reporting. Strong combination of accounting and ERP expertise, with hands-on experience in Zoho, Odoo, QuickBooks, Sage 50/Peachtree, Xero, Excel, and business-process automation.

CORE COMPETENCIES

Financial Accounting: Financial Statements | GL | Trial Balance | P&L | Balance Sheet | Cash Flow

Receivables & Payables: AR | AP | Customer/Vendor Reconciliation | Recovery Monitoring | Aging

Inventory & Controls: Inventory Accounting | Stock Audit | Stock Valuation | Warehouse Controls

Tax & Compliance: Sales Tax | WHT | Tax Documentation | Audit Support | Income Tax Assistance

Reporting & Analysis: Management Reporting | Sales & Recovery Reporting | Financial Analysis

Systems: QuickBooks | Zoho Books & Inventory | Odoo | Sage 50 | Xero | Advanced Excel

PROFESSIONAL EXPERIENCE

Senior Accountant | Oct 2023 – Present

UniSwift Group — Lahore, Pakistan

Sports goods trading and manufacturing organization operating across manufacturing, warehousing, and distribution.

- Manage and review key accounting activities covering **financial reporting, accounts receivable, accounts payable, cash and bank transactions, reconciliations, inventory, and management reporting.**
- Provide functional accounting supervision to **4 accounts staff** and accounting/system guidance to approximately **10–15 cross-functional users** across sales, procurement, production, warehouses, and management.
- Prepare and review **sales-tax workings, sales and recovery reports, financial reports, account reconciliations, stock reports, and management information.**
- Monitor customer receivables, outstanding balances, recoveries, and aging to improve visibility of collection positions.
- Support accounting and ERP operations across **2 factories, 3 warehouses, and approximately 400 customer accounts.**
- Perform and support **inventory reconciliations, physical stock audits, stock controls, and resolution of inventory discrepancies.**
- Led the transition from **manual/Excel-based invoicing toward system-based accounting and transaction processing**, improving record control and reporting consistency.
- Lead the organization's **Zoho ERP implementation project**, including finance and inventory process mapping, requirements analysis, testing, issue resolution, user guidance, and coordination with external consultants/developers.
- Designed the accounting and ERP workflow for football manufacturing, including **Bills of Material, production planning, production orders, raw-material issuance and consumption, labor costing, and finished-goods processing.**
- Coordinate with sales, procurement, production, warehouse, and finance teams to ensure operational processes are aligned with accounting controls.
- Provide functional support for the group's **UAE Odoo ERP operations**, particularly accounting entries, order-processing workflows, and system-related issues.

Senior Account Officer | Apr 2023 – Sep 2023

Better Deals — Lahore, Pakistan

Brokerage firm facilitating commercial transactions between local importers and overseas exporters.

- Managed day-to-day **manual accounting activities**, including voucher preparation, ledger posting, bookkeeping, and maintenance of supporting records.
- Maintained **accounts receivable records in Excel** and monitored customer outstanding balances.
- Performed **bank reconciliations** and recorded banking transactions.
- Maintained records relating to brokerage commissions, intermediary charges, and other transaction-related amounts.
- Prepared **Profit & Loss Statements and management reports** for review by the Accounts Manager.
- Maintained cash and petty-cash records and supporting documentation.

Accountant | Jan 2022 – Feb 2023

Gull Jee Textile — Faisalabad, Pakistan

- Maintained records relating to brokerage commissions, intermediary charges, and other transaction-related amounts.
- Managed the **complete accounting function of a high-volume wholesale sales outlet**, coordinating with the company's central accounts department.
- Recorded and reviewed **sales, sales returns, receipts, expenses, journal entries, and other accounting transactions in QuickBooks** through Remote Desktop.
- Managed **accounts receivable and customer ledgers**, monitored outstanding balances, and performed customer-account reconciliations.
- Accounted for inventory received from the company's manufacturing operation and maintained records covering **stock received, stock sold, returns, and closing inventory**.
- Prepared **daily sales reports, stock reports, stock valuation reports, and warehouse balance reports** for management.
- Performed **physical stock audits and stock reconciliations** to verify inventory records.
- Managed and reconciled **cash collections and settlement balances with the main branch**.
- Supported a high-volume wholesale operation with sales reaching approximately **PKR 10 million on high-volume days and around PKR 40 million per week**.
- Coordinated with the central accounts department regarding reconciliations, stock movements, financial records, and reporting.

Assistant Manager Accounts | Oct 2020 – Sep 2021

Corporate Brilliance (Pvt.) Ltd. — Lahore, Pakistan

Accounting, audit, tax, and corporate advisory firm.

- Supported accounting, financial reporting, audit, and advisory assignments for approximately **10–12 business and corporate clients**.
- Prepared and reviewed complete sets of **financial statements**, including Profit & Loss Statements, Balance Sheets, Cash Flow Statements, Statements of Changes in Equity, Trial Balances, schedules, and Notes to the Accounts.
- Prepared year-end adjustments and closing entries and assisted in finalization of client accounts.
- Worked on complex assignments involving businesses with multiple entities, preparing **individual company financial statements and combined management reporting**.
- Participated in audit assignments involving **voucher verification, stock verification, fixed-asset testing, transaction testing, and review of accounting records**.
- Performed audit procedures for **Ranchers (Pvt.) Ltd.** and voucher/accounting-record reviews for **Islamabad Golf Club**.
- Led the functional setup of a **QuickBooks implementation project for Gloria Jean's**, including Chart of Accounts design, opening balances, customer/vendor setup, inventory configuration, data migration, report testing, and user training.
- Used **QuickBooks and Sage 50/Peachtree** for financial-statement preparation, ledger review, reconciliations, and account analysis.
- Participated in a three-month **Odoo historical-data project for a UAE client**, organizing approximately two years of incomplete bills and expense records to support reconstruction of accounts and financial-statement preparation.
- Assisted senior team members with **income-tax return preparation and filing** for multiple clients.

EDUCATION

Master of Commerce (M.Com) — Accounting

Virtual University of Pakistan, Lahore

2019–2021 | **CGPA: 3.14 / 4.00**

Bachelor of Commerce (B.Com)

University of the Punjab, Lahore

2016–2018

CERTIFICATIONS

QuickBooks Online Accountant Certification — Intuit | Certified ProAdvisor Online | Nov 2023

Computerized Accounting — Punjab Technical Board | 2020 | 86%

LANGUAGES

Urdu: Native

English: Professional Working Proficiency

Arabic: Basic (reading proficiency; limited conversational ability)