

# Muhammad Salman

Accounts Officer

**Date of Birth:**  
August 19, 1970

**CNIC:**  
42101-1871718-5

**Nationality:**  
Pakistani

## Contact:

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R-159 Block 17 F.B. Area  
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## Skills:

- Book-keeping
- Processing payments
- ERP
- Tax Calculation
- Communication Skills
- Team work

## About Me:

Experienced Accounts officer with advanced & general accounting, with ERP expertise. Successful in record keeping and various financial reports with accuracy, in organized and professional approach.

## Work History:

### Accounts Officer 2019-2020

*Pakistan International Airlines,*

- 1) Supervision of daily Accounts and Financial statement with respect to accounts payable and disbursements.
- 2) Fully capable of ERP system with regards to AP /AR Module.
- 3) Maintaining accounts and financial reports.
- 4) Responsible for creating and adjusting Accruals/Liabilities on each month.
- 5) Reconciliation of accounts.
- 6) Monthly calculations of Tax (WHT/SRB/GST) and payment to Tax authorities.

### Accounts Supervisor 2008-2018

*Pakistan International Airlines,*

- 1) Supervised disbursements of tender invoices (civil, refrigeration, utility, etc.) and Civil Aviation Authority's rental & utility bills.
- 2) Supervised overall tender process for various PIA vendors for all PIA's domestic work in Karachi.
- 3) Assessed data and Information to verify entry, calculation and billing code accuracy.

### Accounts Assistant 1997-2007

*Pakistan International Airlines,*

- 1) Read party contracts followed by checking mathematical Accuracy on invoices and purchase orders during payment process.
- 2) Checked provisions for monthly utility bills followed by adjustments for actual billed amount.

## Qualification:

### Bachelors in Commerce 1989-1993

*Government Islamia Arts & Commerce College*

### BIEK- Commerce 1988

*Government Islamia Arts & Commerce College*

### BSEK- Science group 1986

*Government Agro Boys School*