



# Muhammad Sohail

## Accountant

### Professional Summary

Detail-oriented **Professional Accountant** with expertise in financial management, reporting, budgeting, taxation, and compliance. Proficient in accounting software, ERP systems, and data analysis to drive efficiency and accuracy. Strong analytical and leadership skills with a focus on optimizing financial performance.

### Contact

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### Education

- BBA – Finance (2019-2023)**  
Kohat University of Science & Technology, Pakistan
- D.Com – Diploma in Commerce (2017-2019)**  
Government College of Commerce, Peshawar
- DIT – Diploma in Information Technology (2018-2019)**  
Peshawar Board
- Matric (2015-2017)**  
Kohat Board



### Languages

- English
- Arabic
- Urdu
- Pashto

### Interest

- AI in Financial Analysis
- Cryptocurrency Accounting
- Corporate Finance & Risk
- Financial Technologies
- Compliance & Taxation

### Professional Experience

#### Accountant & Finance Specialist

##### Private Sector | Islamabad, Pakistan | 2023 - Present

- Managed financial records, reporting, and compliance.
- Optimized budgeting and reconciled accounts.
- Automated processes, enhancing efficiency by 30%.
- Assisted in tax planning and regulatory filings.

#### Clerk & Administrative Coordinator

##### Private School | Kohat, Pakistan | 2019 - 2023

- Managed bookkeeping, payroll, and financial documentation.
- Ensured compliance and assisted in audits.
- Improved financial operations through process enhancements.

### Key Skills

- **Financial Management & Reporting:** Expertise in GAAP, IFRS, and financial statement preparation.
- **Budgeting & Taxation:** Skilled in financial forecasting, cost control, and compliance with tax regulations (Gulf VAT, Pakistan Taxation).
- **Accounting Software & ERP:** Proficient in QuickBooks, Xero, SAP, and Odoo for financial automation and efficiency.
- **Audit & Risk Management:** Experience in internal audits, risk assessments, and process improvements.
- **Data Analysis & Payroll:** Strong in Excel, Power BI, Tableau, and payroll management.
- **Multilingual Communication:** Fluent in English, Arabic, Urdu, and Pashto for effective collaboration.

### Key Achievements

- ✓ Enhanced financial reporting accuracy, reducing errors by 40%.
- ✓ Streamlined payroll and compliance, achieving 100% efficiency.
- ✓ Improved budgeting strategies, increasing profitability.