

Muhammad Bilal Saleem



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Personal Statement

Multi-talented, creative & dedicated individual having more than 10 years of professional experience in Accounting & Bookkeeping, Client Services, Customer Support and on job Hiring & Training. Carrying a proven work ethic communication and organizational expertise with the passion for sustainable development of interpersonal skills.

Key Skills | Expertise

- ✓ Details Oriented
- ✓ Excellent Communication Skills (Both Written and Verbal)
- ✓ Excellent grasp over the technicalities of the Outsourcing Industry
- ✓ Effective Solution Orientation
- ✓ Quick Learner
- ✓ Smart-working | Hard-working | Dedicated
- ✓ Sound technical understanding with a handful experience of working on different software
- ✓ Stronghold on the follow-ups to obtain the plotted & constructive results
- ✓ Team Building
- ✓ Team Management
- ✓ Project Management (Quality Driven)
- ✓ Time Management
- ✓ Reporting with high rate of Accuracy
- ✓ Estimated Quarterly Tax Payment Calculation and Payment Processing
- ✓ Payroll Processing
- ✓ Sales Tax Processing
- ✓ Annual Business Tax Return Preparation
- ✓ Annual Individual Tax Return Preparation

Prudent Accountants (Minneapolis, MN & Frisco, TX) | BackOffice Lahore

Duration: August 2021 to Present

Team Lead: Onboarding, Bookkeeping, Payroll and Business Tax (1120S & 1065)



- ✓ Onboarding of Clients for Accounting, Tax & Payroll Projects
- ✓ Virtual Meetings with client for review of their financial statements
- ✓ Daily & Weekly meetings with staff to ensure smooth operations complying with the process & systems established
- ✓ Finalization of the financial statements for the preparation of the Tax Returns ensuring the due diligence and compliance related items are supported by appropriate documentation
- ✓ Accounting Process Development, Process Mapping and Remapping when required
- ✓ Preparation of Tax Returns, have it reviewed by the CPA (Tax Managers) and share client's copy with the client for review and signatures
- ✓ Bookkeeping for small & medium scale businesses on Cash & Accrual Basis using Quickbooks Online Accountant & Desktop Accountant and Xero Online Partner
- ✓ Bank Checking & Savings Accounts Reconciliation
- ✓ Credit Cards Reconciliation
- ✓ Reconciliation of other items of Balance Sheet such as Payroll Clearing, Revenue Clearing, Vehicles and other Fixed Assets & Loans
- ✓ Review of Balance Sheet, Profit & Loss Account, Net Income Details, Shareholder's Contribution/Distribution Accounts & reclassification of transactions if required
- ✓ Delivery of Draft Financials & Coordination with clients regarding any queries that we or they may have

XclusiveTrading Incorporated & Associated Entities | BackOffice Lahore

Assistant Accounting Manager

Metro PCS by T-Mobile USA | Duration: September 2020 till April 2021



Job Description

- ✓ Synchronize and/or manually upload all the Bank Feeds
- ✓ Accept all the Bank Feeds & Credit Cards Transactions ensuring the high quality of accuracy while categorization and classification of the basic banking transactions and also considering the matching concept with a top priority to avoid duplication and errors
- ✓ Recording of all top line items at door levels (using pivots on the reports from RTPOS & Callidus Powered by SAP) via centralized clearing accounts as standardized by the Accounts Manager
- ✓ Evaluation of Payroll Expenses Allocation at Door Levels and then recording the same on the basis of Payroll Reports and Reconciliation of its Clearing Account
- ✓ Recording of all bottom lines (expenses, other income or other expenses) and ensuring the correct allocation of expenses to each door
- ✓ Reconciliation of all balance sheet items most importantly clearing accounts
- ✓ Reviewing the net income details and take a detail overview of the books prior to sending them to CPA for review
- ✓ Compilation of Callidus detailed reports into summarized version as required and/or requested

**Prudent Corporate Business (Lahore BackOffice of Prudent Accountants
Minneapolis, Minnesota, USA) | Duration: November 2019 to November 2020**



Job Description

- ✓ Bookkeeping for small & medium scale businesses on Cash & Accrual Basis in Quickbooks using batch enter transactions feature of QB Desktop and Bank Feed feature of QB Online
- ✓ Checking & Saving Accounts Reconciliation
- ✓ Credit Cards Reconciliation
- ✓ Reconciliation of other items of Balance Sheet such as Payroll Clearing, Revenue Clearing & Loans
- ✓ Critical Review of Balance Sheet, Profit & Loss Account, Net Income Details, Shareholder's Contribution/Distribution Accounts & classification of transactions
- ✓ Delivery of Draft Financials & Coordination with clients regarding any queries

HygieneTech Cleaning Equipment Trading LLC, UAE | Duration: Apr 2016 to June 2018

Responsibilities at HygieneTech



- ✓ Managing & Posting all accounting transactions into QuickBooks Desktop (QBD)
- ✓ Handle monthly, quarterly and annual closings
- ✓ Reconcile accounts payable and receivable
- ✓ Ensure timely bank payments and bank reconciliation
- ✓ Value Added Tax Process Onboarding (newly introduced in UAE)
- ✓ Extract financial statements such as profit & loss account, trial balance & balance sheet for management's review
- ✓ Review financial transactions and documents to ensure accuracy
- ✓ Reinforce financial data confidentiality and conduct database backups when necessary
- ✓ Comply with financial policies and regulations

ActiveKey Solutions - Lahore, Pakistan (BackOffice of CareMed Pharmaceutical Services New York, New York, USA) | Duration: Nov 2015 to Feb 2016



Responsibilities at ActiveKey Solutions



- ✓ Responsible for Intake Drug Department of CareMed Pharmaceutical Services New York
- ✓ Coordination with Insurance Companies, Medical Plans and Pharmacy Benefits Managers (PBM)
- ✓ Claim processing and Co-pay Assistance
- ✓ Coordination with the third party for Rx prior authorizations status and Rx appeals status on behalf of the prescribing physician
- ✓ Effectively providing solutions in claims process management
- ✓ Referring any questions regarding prescriptions, drug information and/or health matters to a Clinical Care Coordinators

TransData International (BPO) Lahore, Pakistan

Duration: Apr 2010 – Nov 2015



Achievements and Duties

- ✓ Performed professional CS errands and the duties of Clients Services Supervisor
- ✓ Professional handling of staff interviews, selection, onboarding, training deals & schedules
- ✓ Successfully managed a team of 30+ agents
- ✓ Maintained an ideal workplace for all existing employees & new comers by providing a pleasant & specialized environment as well as by cataloguing and sharing the information on the policies and rules & regulations of the company
- ✓ Arranged meetings with the staff/management and then prepared the minutes of the meeting for the concerned team members to ensure smooth implementation of the policies and procedures
- ✓ Devised new reporting procedures that resulted an ease for the performance evaluation process
- ✓ Managed multiple projects simultaneously with no exaggeration at all
- ✓ Provided outsourcing services to many businesses around the globe
- ✓ Polite and calm dealing with the irate customers to calm them down & resolved their issues

List of Major Projects/Brief Portfolio

- ✓ **Prudent Accountants:** Bookkeeping & Client Services
- ✓ **HygieneTech UAE:** Managing Accounts Receivable & Daily Collection and General Accounting Services through Quickbooks Desktop, generating reports, reconciliation of accounts payable, accounts receivable & bank accounts.
- ✓ **HungryHouse UK:** Place orders with the restaurants in UK as received from the website
- ✓ **Contact Validation USA:** Validating the employees of the company within US and Canada
- ✓ **SimplyTravel (MEM EOOD Services) Germany:** Hotel Reservations for Ambulance Flights Crew
- ✓ **iPhoneTrip (KeepGo) USA:** Technical, Financial, Shipping Support over the Phone Calls, e-mails and online chats
- ✓ **GreenBeeParking USA:** Car parking reservation assistance
- ✓ **Limousine Industry USA:** Reserve and dispatch vehicles (Sedan, SUV's, Limos & Stretch Limos) with chauffeurs
- ✓ **Ship A Car Direct USA:** Dispatching cars from state to state within US

Computer Knowledge/Technical Skills

Frequently Used

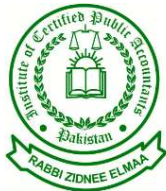
- ✓ QuickBooks (Online & Desktop Application Both)
- ✓ Saasu (Web interface Accounting Software)
- ✓ Microsoft Office (Excel, Word, Outlook & Powerpoint)
- ✓ Zendesk (e-mails/tickets web interface)
- ✓ Kayako (e-mails/tickets web interface and online chat software)
- ✓ LimoAnywhere (Limousine Reservations)
- ✓ Limelight
- ✓ Mibew Messenger
- ✓ MailChimp
- ✓ Intelligent Pharmacy Software
- ✓ Search Engines, Google Docs, Google Drives, Google Shared Spreadsheets and many other Desktop

Education

- ✓ CPA Part Qualified from ICPAP (2020 – Present)



- ✓ ADPA Holder (Advanced Diploma in Public Accounting) from ICPAP



- ✓ B.Com from University of the Punjab | PGC in 2009



- ✓ F.Sc (Pre-Engineering) from BISE Lahore | Standard College in 2006

