

# Musa Zeb

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Availability: Immediate

## OBJECTIVE

To obtain a challenging position in any organization that offers room for personal and professional growth and an opportunity to contribute to the company by utilizing my knowledge and skills.

## EXPERIENCE

**Organization:** Pakistan International Airlines.

**Designation:** General Accountant  
April 2022– Present (1.5 Years)

**Industry:** Aviation

### Responsibilities:

- Create sale invoice in the ERP system, ensuring accuracy and adherence to company policies and Procedures.
- Making sale receipts in ERP system, and Applying invoices to relevant receipts, verifying the correctness of the transaction and maintaining proper documentation.
- Preparing ACM and ADM in the ERP system, ensuring accurate allocation and distribution of financial data.
- Input Bank Statement in ERP system, meticulously recording all transactions and maintaining data integrity.
- Perform regular reconciliation of bank statements with transactions recorded in the ERP system.
- Identify and resolve discrepancies between bank statements and ERP records.
- Verify and classify transactions, including payments, deposits, and fees.
- Investigate and rectify errors or inconsistencies with financial records.
- Prepare bank reconciliation reports for management review and financial audits.

**Organization:** Tahir Shah & CO.

**Designation:** Auditor Assistant  
April 2019-September 2020 (1.5 Years)

**Industry:** Tax & Accounting Consultancy

### Responsibilities:

- Prepare journal entries, ensuring accurate and timely recording of financial transactions in accordance with accounting principles and company policies.

- Maintain the general ledger, reconciling accounts and resolving discrepancies to ensure accurate financial reporting.
- Support audit engagements by assisting in planning, conducting, and completing audits in accordance with established standards.
- Perform preliminary risk assessments and contribute to the development of audit programs.
- Prepare workpapers, gather relevant documents, and organize audit evidence for review by senior auditors.
- Assisting in testing internal controls, financial transactions and operational processes for compliance and accuracy.
- Verify the accuracy of financial statements, accounts, and records against audit objectives.
- Contribute to the preparation of audit reports and recommendations based on findings.

## PROFESSIONAL QUALIFICATION

Qualification	Year	University/College/School
ACCA (Finalist)	2016 - Present	Professionals Academy of Commerce
ACCA Foundation Diploma	2016	Professionals Academy of Commerce

## ACADEMIC QUALIFICATIONS

Qualification	Year	University/College/School
Intermediate	2014	BISEP (Peshawar)
Matriculation	2012	BISEP (Mardan)

## ACADEMIC SKILLS

- MS - Excel
- MS-Office All tools
- QuickBooks online and desktop
- Oracle ERP
- Certain others accounting software

## PERSONAL PROFILE

- Date of Birth 05 June 1996
- Nationality PAKISTANI
- Religion MUSLIM
- Languages English, Urdu, Hindi, Pashto