

# Musa Zeb

Dubai

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## Summary

Results-oriented and diligent Senior Accountant with in-depth knowledge of accounting concepts and regulations. Seeking a challenging role that will allow me to put my experience in financial reporting, analysis, and risk management to work in support of strategic decision-making and regulatory compliance. Capable of leading groups and driving process changes to improve efficiency and accuracy.

## Skills

- MS Office
- QuickBooks (online)
- ERP
- HITIT
- Exceptional communication skills

## LANGUAGE

- English
- Urdu

## Work history

**Job Title:** Senior Accountant (2022-2023)

**Organization:** Pakistan International Airlines

**Location:** Islamabad International Airport

**Job description:**

- Create sale invoice in the ERP system, ensuring accuracy and adherence to company policies and procedures.
- Applying invoices to relevant receipts, verifying the correctness of transactions and maintaining proper documentation.
- Preparing ACM and ADM in The ERP system, ensuring accurate allocation and distribution of financial data.
- Input bank statements into the ERP system, meticulously recording all transaction and maintaining data integrity
- Reconciling bank statements in the ERP system, identifying and resolving discrepancies in a timely manner.
- Collaborate with the finance manager to assist in monthly and annual account closing processes, including preparing financial statements.

**Job Title:** Audit Supervisor (2019-2021)

**Organization:** Tahir Shah &Co

**Job description:**

- 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.
- Compile final accounts, such as the balance sheet, income statement, and cash flow statement, adhering to prescribed formats and accounting standards.

## Education

Chartered Certified Accountant (ACCA P-Level Student)  
(2016-Current)

Diploma in Accountancy  
(2015-2016)

D.Com (2012-2014)