



# MUHAMMAD UMER

ACCOUNTANT | RESEARCHER



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Iqbal Town, Lahore

I strive to deliver premium quality services as per client's requirements, enjoy getting work done under pressure and hence leaving a prominent impression by my exceptional communication and presentation skills.

## EDUCATION

### CAInter (Self-Taught)

### Intermediate (2016)

- On Full Scholarship
- Unique College
- Secured 80% Marks

### Matriculation(2013)

- On 50% Scholarship
- Unique High School
- Secured 92% Marks

## WORK EXPERIENCE



### Client Manager

AAziz & Co Accountants

Jun. 22 - May 23

Currently working as Client Manager of 92 UK-based companies. My responsibilities here are as follows:

- Company Accounts and Director Return production
- Quarterly and monthly VAT return filing of 20 clients
- Conducting ZOOM meeting with premium clients about their companies' quarterly performance and how they can improve it.
- Dividend and Director Current Account analysis
- Managing clients' HMRC notices and compliances

I managed a team of 2 associates.



### Senior Accountant

Accountax Support Pvt. Ltd.

Sep. 21 - May 22

Played a key role in companies' Accounts Production team as a Senior Accountant, assisting the team in completing firm's monthly targets of accounts submission and attending monthly and weekly management meeting being a core team member.

Here, I experienced managing a team of two bookkeepers.

## LINKEDIN












Muhammad  
Umer Aijaz

## SKILLS (PERSONAL)

- Presentations
- Drafting SOPs
- Strict Work Ethic
- Detail Oriented
- Active Listener
- Adept in Report Writing
- Excellent Verbal & Written Communication Skills
- Time Management
- Quick Learner

## SKILLS (TECHNICAL)

- QuickBooks 
- Free Agent 
- MS Word 
- MS Excel 
- MS PowerPoint 
- TaxCalc 
- Notion 
- Discord 
- Adobe Premier 

## WORK EXPERIENCE (CONTINUED)

### ● Client Manager

SKP Consultants | Mar. 21 - Sep. 21

Considering my rapid learning and dedication, I got promoted to the position of Client Manager for firm's premium U.S. clients and was assigned with the following responsibilities:

- Supervising supply chain management, determining optimum consignment quantities to import and communicating with freight moving companies.
- Coordinating with Marketing Department to run social media campaigns to increase monthly sales.
- Performing market and industry analysis, analyzing key players' business model in that particular industry.
- Managing accounting, tax and compliance matters of the clients.
- Preparing quarterly presentations for company directors to improve products and introduce efficient SOPs to increase company's market share in U.S.

### ● Junior Accountant

SKP Consultants | Sep. 20 - Feb. 21

Provided accounting and bookkeeping services to U.S. based clients. My responsibilities were related to the following departments of clients' companies:

- Accounts Department
- Sales Department
- Accounts Receivables Department
- Purchases Department
- Accounts Payable Department

### ● Ghostwriter

Mar. 2020 - Apr. 2022

I have written scores of research-based articles for my individual and corporate clients as a ghostwriter on the subjects of finance, business, history and health. Kindly visit my LinkedIn profile to take a look at my portfolio.

## HOBBIES

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Reading Books



Writing



Learning New Skills



Analyzing Markets



Playing Cards

## WORK EXPERIENCE (CONTINUED)

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- **Assistant Researcher in Punjab University, Lahore**  
Sept. 2016 - Mar. 2017

Worked as an **Assistant Researcher** for an Assistant Professor (Mass Communication) on a project of “Which Mainstream News Channels Promote Nationalism the Most in Pakistan?”

- **Tutor (2016 - 2018)**

Taught various subjects including Accounting and Tax.