

MUHAMMAD IMRAN

Senior Accountant & Bookkeeper | U.S. Payroll & Tax Specialist

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PROFESSIONAL SUMMARY

Detail-oriented and results-driven Senior Accountant and Bookkeeper with over 15 years of extensive experience in full-cycle accounting, bookkeeping, payroll management, and financial reporting. Proven expertise in managing A/P, A/R, bank reconciliations, payroll processing, and ensuring compliance with U.S. payroll and tax regulations. Proficient in QuickBooks Online, ADP, Gusto, Microsoft Excel, and other accounting systems. Committed to delivering accurate financial records, timely reporting, and supporting business growth through strong financial controls and process improvements.

CORE COMPETENCIES

- Full-Cycle Bookkeeping (A/P, A/R, G/L)
- Bank & Credit Card Reconciliation
- Financial Reporting (P&L, Balance Sheet, Cash Flow)
- Clean-Up & Catch-Up Bookkeeping
- Advanced Excel (Pivot Tables, VLOOKUP, Reports)
- Accounting Software: QuickBooks Online, ADP, Gusto, Excel
- Payroll Processing (USA)
- Inventory & Asset Management
- Tax Compliance Support (Payroll Tax, Sales Tax, 1099)
- Accounts Receivable & Accounts Payable Management

U.S. PAYROLL & PAYROLL TAX SERVICES

Experienced in end-to-end U.S. payroll processing and payroll tax compliance for small and medium-sized businesses.

- Payroll Processing: Regular, Bi-Weekly, Semi-Monthly & Weekly Payroll
- Payroll Tax Forms: Form 941, Form 940, W-2, W-3, 1099 (NEC & Misc.)
- Payroll Tax Liabilities:
 - FUTA (Federal Unemployment Tax Act)
 - FICA (Social Security & Medicare Taxes)
 - Federal Income Tax Withholding
 - State Income Tax Withholding
 - State Unemployment Tax (SUTA)
 - State Disability Insurance (SDI)
 - Paid Family Leave (PFL)
 - Other State & Local Taxes
- Recordkeeping & Reporting:
 - Maintain accurate payroll registers and employee records
 - Reconcile payroll liabilities and prepare payment reports
 - Filing & payment support for federal, state & local agencies
- Employee Benefits & Deductions:
 - Overtime Recording & Calculation
 - Paid Time Off (PTO) Tracking
 - 401(k) Retirement Plan Contributions
 - Other Fringe Benefits & Deductions
 - Social Security & Medicare Tax Management

PROFESSIONAL EXPERIENCE

Senior Accountant | Al-Rehman Transport

- Manage full-cycle accounting including A/P, A/R, General Ledger, and petty cash.
- Perform daily stock adjustments and inventory tracking from warehouse to dispatch.
- Reconcile bank statements, vendor payments, customer billing, and daily deposits.
- Prepare financial and operational reports for management decision-making.
- Maintain facility maintenance records and coordinate with government officials.

Accountant | Six Sigma Entertainment

- Maintained project costing records for high-budget productions.
- Processed payroll, vendor payments, and prepared billing reports.
- Performed monthly bank reconciliations and maintained bank books.
- Handled tax payments, deposit slips, and monthly reconciliations.
- Posted income tax, bank payments, and receipts in accounting software.

Accountant & Admin Manager | Intergraphic Marketing

- Oversaw complete administrative and accounting processes including order fulfillment and inventory management.
- Coordinated with international and local vendors for purchase orders, sample approvals, and import documentation.
- Maintained Accounts Receivable, Accounts Payable, and generated billing reports.
- Administered income tax and sales tax registers ensuring accurate compliance.

Accounts Assistant / IT Support | Premier Furniture

- Processed customer sales orders and coordinated with purchasing department.
- Generated inventory and accessory reports for accounts and administration.
- Ensured timely delivery dispatch and managed customer inquiries and resolutions.

EDUCATION

- Master of Commerce (M.Com.)
University of Karachi 2012
- Bachelor of Commerce (B.Com.)
Govt. Arts & Commerce College,
Karachi University

ADDITIONAL INFORMATION

- Languages : English, Urdu, Sindhi
- Nationality : Pakistani
- Availability : Available for Remote / Full-Time Opportunities (USA Time Zone)
- Tools & Platforms : QuickBooks Online, ADP, Gusto, Excel, Google Workspace, Microsoft Office

PROFESSIONAL SKILLS

- QuickBooks Online (Advanced)
- ADP Workforce Now
- Gusto Payroll
- Microsoft Excel (Advanced)
- Bank Reconciliation
- Accounts Payable / Receivable
- Financial Reporting
- Payroll Tax Compliance
- Sales Tax & 1099 Reporting

CERTIFICATIONS & TRAININGS

- QuickBooks Online Certification
- Payroll Best Practices & Compliance (USA)
- Advanced Excel for Accounting
- Bookkeeping & Accounting Fundamentals

KEY STRENGTHS

- Strong attention to detail and accuracy
- Excellent organizational and time management skills
- Ability to handle multiple tasks and meet deadlines
- Strong analytical and problem-solving abilities
- Committed to confidentiality and data security

AREAS OF EXPERTISE

- U.S. Payroll Processing & Compliance
- Payroll Tax Filings (941, 940, W-2, W-3, 1099)
- Bookkeeping Clean-Up & Catch-Up
- Bank & Credit Card Reconciliation
- Monthly/Quarterly/Year-End Closing
- Financial Statement Preparation
- Budgeting & Cash Flow Management
- Data Analysis & Reporting