

RESUME



Zeeshan Muneer

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Professional Summary

A highly versatile professional with a proven track record in accounting, data entry, sales tax invoicing, and graphic design. Adept at performing a wide range of duties with accuracy and attention to detail. A quick learner with excellent time management skills, strong analytical abilities, and a passion for delivering results. Looking for a challenging role where I can apply my diverse skill set to drive organizational success.

Core Skills

- **Accounting & Finance:** Financial reporting, general ledger, balance sheets, accounts payable/receivable, payroll processing
- **Data Entry:** High-volume data input, database management, accuracy in data processing
- **Sales Tax Invoicing:** Sales tax calculations, preparing and reviewing invoices, compliance with local, state, and federal regulations
- **Graphic Design:** Proficient in Adobe Creative Suite (Photoshop, logo design, branding, print materials)
- **Software Tools:** QuickBooks, Microsoft Excel, Microsoft Word, Microsoft Dynamics 365, Local Company offline Software
- **Communication:** Strong written and verbal communication, customer service skills, team collaboration
- **Problem Solving:** Ability to troubleshoot accounting and design challenges effectively
- **Bank Internship:** 3 Months (The Bank of Punjab) Internship
- **CIT Computer Information Technology:** 4 Months Computer Course

Professional Experience

Accountant

Super Asia, Gujranwala

May 2023 – Present

- All Pakistan Expenses Incentive Posting, Rate Difference,
- Income Tax Challan Entries, Complaints & Warranty Expenses,
- Expenses Reports, Salaries & Wages, Incentive Posting,
- Branches Rents Working with tax, Rebate, Adjustments,
- Parties Ledger Telly, All Entries in Online Software Microsoft 365 Dynamics,
- Handling preparation and maintenance of various books of account
- Incentive Working and Posting, CPR'S Income Tax Callan

Accountant Sales Tax Invoice Maker

Bright Corporation, Gujranwala

January 2021 – November 2022

- Daily Journal Entries, Sale Purchase, Salaries & Wages, Parties Ledger Telly, Invoice Making, Daily Expenses
- Generated and reviewed sales tax invoices, ensuring compliance with local and state regulations
- Performed accurate sales tax calculations and implemented corrective actions for discrepancies
- Managed customer accounts, assisting in the resolution of billing issues and discrepancies

Accountant & Data Entry Operator

Star Ceramics, Gujranwala

January 2019 – November 2020

- Managed large-scale data entry tasks across multiple platforms with high accuracy and speed
- Daily Journal Entries, Sale Purchase, Salaries & Wages, Parties Ledger Telly, Invoice Making, Daily Expenses
- Ensured data integrity by reviewing and verifying information, correcting errors when necessary
- Processed client information and billing details into company systems, facilitating smooth invoicing and reporting
- Collaborated with the team to optimize data entry workflows
- Created automated invoicing templates to streamline the process and improve efficiency

Accountant

Rizwan Plastic, Gujranwala,

January 2018–Dec-2018

- Oversee day-to-day accounting functions, including accounts payable/receivable, payroll, and journal entries
- Manual data put in manual book and also upload data in company software
- Daily Journal Entries, Sale Purchase, Salaries & Wages, Parties Ledger Telly, Invoice Making, Daily Expenses
- Assist in year-end audits and tax preparations, working closely with external auditors
- Maintain and reconcile general ledger accounts

Graphic Designer (Freelance)

March 2018 – Present

- Designed logos, business cards, brochures, flyers, and other marketing materials for clients across various industries
- Created visual content for websites, social media platforms, and digital advertising campaigns

Education

Bachelor of Commerce (B.com)

University of the Punjab, Lahore

Period: 2016 – 2018

Diploma in Commerce (D.com)

PBTE, LHR

Period: 2014 – 2016

Matriculation (Computer Science)

B.I.S.E, GRW

Period: 2012 – 2014

Technical Skills

- **Accounting Software:** Microsoft Office, Microsoft Dynamics 365, Offline Software
- **Graphic Design Software:** Adobe Photoshop, Canva
- **Other Tools:** Microsoft Office Suite (Word, Excel, PowerPoint)

Additional Information

- **Languages:** Urdu, English and Korean
- **Availability:** Available to start immediately or as per required notice period

References

Available upon request.