

SALMAN HUSSAIN

Date of Birth: 05 July, 1982

Address: House No.82, Street No. 42, Chah Miran Scheme No. 2, Lahore

Phone Number: 0321-4018868

Email: salmanh115@gmail.com

LinkedIn: [salman-hussain-b7912a86](https://www.linkedin.com/in/salman-hussain-b7912a86)



PROFILE

Accomplished and driven accounting professional with a proven track record of delivering exceptional results. Deeply knowledgeable in accounting principles, taxation policies, and procedures, I bring a wealth of expertise to every task. My core strengths lie in strategic planning, creative problem-solving, and fostering a collaborative team environment. Driven by a strong sense of self-motivation, I am relentlessly focused on achieving top-tier outcomes for businesses I work with.



SKILLS & EXPERTISE

Organizational Skills



Data Management



Time Management



Analytical Skills



Compliance Knowledge



Financial Statement Preparation



Accounts Payable and Receivable Management



Attention to Detail



Communication Skills



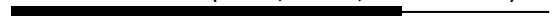
Technical Proficiency



Leadership and Team Management



Microsoft Office (Excel, Word, PowerPoint)



Cash Flow Optimization



General Ledger Reconciliation



Proficiency in Accounting & Other Software (e.g., QuickBooks, Sidat Hyder Financials, & SHE)



PROFESSIONAL EXPERIENCE

Manager Accounts

02/2018 – Present

Urban Developers Associates

- Supervised end-to-end accounting operations, including AP, AR, bank reconciliations, and general ledger.
- Finalized monthly, quarterly, and annual financial statements in compliance with statutory norms.
- Led a team of accountants and ensured timely and accurate reporting.
- Coordinated internal and external audits, ensuring full compliance and zero penalties.
- Managed budget planning, cost control, and variance analysis.
- Handled payroll processing, statutory payments, and filings (PF, EOBI, GST).
- Played a key role in implementing/transitioning to accounting systems (Xero/Quick Book/Sidat Hyder Murshid), improving reporting accuracy
- Implemented accounting process improvements, reducing closing time.
- Automated reconciliation and reporting processes, reducing manual workload and errors.
- Trained staff on new accounting software and ensured smooth adoption.
- Managed cash flows, working capital, and fund allocation across departments.
- Assisted senior management in strategic financial planning, cost analysis, and pricing decisions
- Prepared cash flow forecasts and monitored actual vs. projected.
- Maintained strong vendor and client relationships to ensure smooth operations.

Manager Operations

03/2005 – 01/2018

Bank Alfalah Ltd.

- Led auditing and compliance efforts, ensuring adherence to industry regulations and internal policies.
- Developed and implemented operational systems, processes, and policies to support the organization's mission.
- Enhanced management reporting, information flow, and business process efficiency.
- Strategically managed and optimized Support Services (HR, IT, Finance) to improve overall effectiveness.
- Played a key role in driving operational excellence through well-planned initiatives.
- Maintained robust financial management, planning, systems, and controls.
- Conducted regular meetings with the management team to address critical operational aspects.
- Provided ongoing supervision and coaching to the office manager, fostering professional growth.

Accounts Officer

2004 – 2005

VANPAC Pvt. Ltd.

Accounts Officer

2003 – 2004

Bentley Pharmaceuticals (Pvt.) Ltd.

Accounts Officer

2002 – 2003

Khuda Bakhsh Housing Society (Pvt.) Ltd.

**ACADEMIC EDUCATION**

B. Com

2002

University of the Punjab

F. A. (G. Sc.)

2000

BISE Lahore

Matriculation

1998

BISE Lahore

**MANAGEMENT & COMMUNICATION SKILL**

- Outstanding interpersonal and communication skills, with a strong commitment to fostering collaboration and teamwork.
- Demonstrated ability to plan, organize, and execute assignments efficiently, while maintaining a high level of reliability and professionalism with minimal supervision.
- Proficient in delivering effective presentations with clarity and impact, engaging audiences effectively.
- Understanding of legal and regulatory requirements related to record-keeping, data privacy, and transfer processes.

**CERTIFICATIONS**

Google Data Analytics

**REFERENCE**

Will be furnished in demand