



Muhammad Salman Kasana

Senior Accountant, Assistant Finance Manager, Chief Accountant

✉ salman.kasana@gmail.com
📍 Manama, Kingdom of Bahrain
📅 Date of birth 28/01/1988
🏠 Pakistani
👤 Bahrain Driving License
United Kingdom Driving License
🚗 Personal vehicle
☎ +973 36046608
👨‍👩‍👧 Married

★ Visa Status

1 - Vist Visa

★ About me

A highly competent professional who can be trusted in managing complex work environments, increase workforce efficiency and overhauling accounting policies and standards. A multi-skilled, multi-talented and robust self-starter who can beat expectations.

★ Career Objective

I want to be in an organization where my professional education, experience, and skills may be utilized to the fullest potential and I may contribute to the strategic direction of the organization with full satisfaction and confidence from management. It further aspires that I may have continued professional development throughout my career.

★ Skills & Abilities

Personal Skills

- Numerate
- Investigative
- Strong Communicator
- Problem Solver
- Creative
- Self-motivated
- Team Player
- Flexible

Education

November 2018	MIPA - Associate Member Institute of Public Accountants Australia
November 2018	AFA - Associate Member Institute of Financial Accountants United Kingdom
From July 2009 to December 2014	ACCA Association of Chartered Certified Accountants United Kingdom ACCA - Finalist
From July 2009 to March 2014	BSc (Hons) in Applied Accounting Oxford Brookes University United Kingdom

Work experience

Since November 2015

Senior Accountant

Gateway Gulf BSC (Closed) Manama, Bahrain

Gateway Gulf is your trusted partner in connecting your business to the world and providing you with versatile and secure solutions so you never have to worry about the reliability and security of your IT. In this company, I'm actively involved in the following activities

Duties and Responsibilities:

- Preparing quarterly/annual Financial Statements, auditfiles and coordinating audit work with big four auditing firm.
- Preparing the monthly, quarterly VAT calculation sheet & also responsible for uploading VAT returns on the portal
- Working on various business models, budgets and feasibility studies.
- Preparing various analytical reports viz. cash forecast, dashboard, and budget vs. actual numbers accounts payable, ratio analysis and others.
- Compiling relevant data and disbursement of monthly payroll.
- Planning internal and external audits by considering risks, time frame, cost, and other factors.
- Performing various other finance and accounting related functions.
- Producing monthly bills for the practice groups.
- The Administration of the purchase ledger for nominal expenses.
- Providing information and assistance to archivists.
- Studying and recommendation on internal control and work- flow chains for an organization.

From October 2014 to October 2015

Accountant

Sendan International Co. Ltd Al Jubail, Saudi Arabia

Sendan has rapidly grown from a modest contractor to a reputable General Contractor for Plant Construction and Maintenance. It has expanded its portfolio to a broad range of businesses ranging from construction, maintenance, materials handling services, and manufacturing of temperature sensors instruments. In this company, I was actively involved in the following activities.

Duties & Responsibilities:

- Preparing quarterly/annual financial statements and coordinating audit work with external auditors
- Handling Inter-Company Transactions
- Reconciliation for Banking/Inter-Company
- Writing out cheques and Daily banking
- Managing Accounting entries
- Entries into Journal and Ledger Accounts
- Producing monthly bills for the practice groups
- The Administration of the purchase ledger for nominal expenses
- Providing information and assistance to archivists
- Compiling relevant data and disbursement of monthly payroll.
- Planning internal and external audits by considering risks, time frame, cost, and other factors



Skills

Professional Skills

- IFRS
- IAS
- Financial Statements
- Account Payables
- Account Receivables
- Auditing & Assurance
- Account Reconciliation
- Budgeting & Forecasting
- Cost Accounting
- Credit Analyzing
- Credit Controlling
- Electronics Transaction
- Finalization
- Ledger Reconciliation
- Group Expense Allocation
- Invoices
- LC & TT
- MIS
- Management Accounting
- Accounting Standards
- Month/Quarterly Closings
- Online Banking
- Taxation – VAT
- E-Filing of VAT
- WPS
- Petty Cash
- Margin Analysis
- Negotiation
- Sales Analysis
- Schedule of Depreciation
- Inventory



Languages

English

Hindi

Urdu

Arabic



Interests

Movies

Traveling

Reading

Football

Cricket

Other interests

Work experience

From September
2011 to August 2014

Accountant

Royal Travel Ltd Manchester, United Kingdom

Established over 20 years, Royal Travel is one of the largest specialist agents in the UK. Each year thousands of customers entrust us with taking care of their travel plans. In Royal Travel, I was actively involved in the following activities

Duties and Responsibilities:

- Writing out cheques and Daily banking.
- Managing Accounting entries.
- Entries into Journal and Ledger Accounts.
- Dealing with disbursement billing for the different practice groups.
- The Administration of the purchase ledger for nominal expenses.
- Internet banking.
- Providing information and assistance to archivists.
- Part of the team, Prepare monthly and Final Accounts.
- Supervising the execution of audit work.
- Planning internal and external audits by considering risks, time frame, cost, and other factors.

From September
2010 to July 2011

Trainee Accountant

Nabaile Young UK Ltd (Chartered Certified Accountants) Manchester, United Kingdom

Duties and Responsibilities:

- Preparing Accounts and Tax returns.
- Administering payrolls and controlling income and expenditure.
- Auditing financial information.
- Analyzing accounts and business plans.
- Financial forecasting and risk analysis.
- Dealing with insolvency cases.
- Meeting and interviewing clients.
- Customer service includes updating customers data.
- Preparation of quarterly VAT returns.
- Customer service related account transactions and queries
- Supervising the execution of audit work.
- Ensuring that all areas of the audit schedule are covered through checklists.
- Checking the working papers and audit file.
- Attending inventory counts, assessing compliance and performing test counts to ensure accuracy
- Auditing all reconciliation including bank, inventory, and debtors.

Computer skills & Software

Microsoft Outlook

Microsoft Office

- 1 - Excel
- 2 - Word
- 3 - PowerPoint

Microsoft Dynamic

Focus

Tally



@<https://www.linkedin.com/in/muhammad-salman-kasana>