**Danish Mateen Lodhi**

+92 3482809058 / danishmateen884@gmail.com

**Summary:**

A professional Accountant with practical skills eager to contribute in team success through hard work, attention to detail and excellent organizational skills. I have a clear understanding of accounting and skills in using software accounting such as SAP, Flex Cube, Oracle and Quick Books.

**Skills and Abilities:**

* Quick Books (Basic)
* MS Office
* ERP - Solutions
* HR Operations
* Payroll
* Auditing

**Experience:**

**NRSP Microfinance Bank Ltd. 2025 to Present**

Payroll Officer

* Worked on HR Operations like Recruitment, Payroll and ESB.
* Prepared and disbursed the salaries of employees.
* Worked on Flex cube and other banking and HR ERPs.
* Prepared the end service benefits and HR workings.
* Oracle 12-C from implementation to live.

**TMRAC, Islamabad 2023 to 2024**

Tax Intern, Payroll Specialist

* Analysed the individual cases of clients on legal standards.
* Preparing the monthly salaries by using payroll principals.
* Income tax filing.

**Education:**

* CMA (CMA Finalist)
* Intermediate (FBISE)

**Professional Trainings:**

* TallyMarks Consultants SAP-FICO practical training.
* MS Excel practical training from ICMAP.