

38000046Position: **Accounts Manager**Experience: **10 Years**

Educational Qualifications: MBA Finance (last paper)

Key Skills: **Accounts Receivables/Payable, Management Accounts, Cash Flow etc. (SAP Business One)**Mobile: **0092-345549xxxx**Current Location: **Rawalpindi, Pakistan**

Email:

SAP Business One 9.3

- Complete skills on all SAP Business Module
- Chart of Accounts
- Financials
- Sales A/R & Purchasing A/P
- Business Master – How to open and Manage
- Banking – including all submodules
- Inventory – complete skills on all sub inventory module logically
- CRM & HRM
- Services
- Reporting

Summary of Career

- Presenting **13 Years' experience** in Mushko Electronics Pvt limited,
- Accounts Receivables/Payables (Customers and Vendors Statements reconciliation)
- Purchase order (Credits Reconciliation)
- Invoicing/Billings (Filing and proper documentations)
- General Ledgers (Prepare, weekly and month expenses report)
- Bank Reconciliation, manage daily and monthly Remittances,
- Expense recognition and allocation
- Cost Analysis
- Handling Petty Cash
- Inventory Management Control
- Qlik View (Business Intelligence software) Financial reporting.
- Project costing, profit center and costing allocation.
- Monthly Cash Flow statement at branch level.
- Manage and follow up all local LC Cases/Foreign LC Cases/Bank Contracts
- Landed cost preparation of all import cases.
- Reporting on Qlik View Software (Business Intelligence Software)
- Company Financial Accounts/Management Accounts
- Prepare Trial Balance, P&L Statement, and Balance Sheet.

Summary of Career

- Presenting **01** Years' experience in Saifko Technologies Private Limited
- Manage All imports and export, (For FDR/FOB Cases)
- Prepare Bank Contract and LC Documents and follow up with concern bank
- Manage clearance of all import shipments and follow up with concerning agent.
- Maintain Landed cost of all import in SAP BI
- Maintain all FOB/FDR order detail through SAP and present to Management
- Weekly Cash Flow
- Arrange Annual Audit of the firm
- Accounts Receivables/Payables (Customers and Vendors Statements reconciliation)
- Purchase order (Credits Reconciliation)
- Invoicing/Billings (Filing and proper documentations)
- General Ledgers (Prepare, weekly and month expenses report)
- Bank Reconciliation, manage daily and monthly Remittances,
- Expense recognition and allocation
- Cost Analysis
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- Inventory Management Control
- Qlik View (Business Intelligence software) Financial reporting.
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- Manage and follow up all local LC Cases/Foreign LC Cases/Bank Contracts
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Major Roles in Various Organizations

- **Branch Accountant** in (Mushko Electronics Pvt Limited) , Pakistan - Oct 2005 to Dec (13 Years)
- **Assistant Accounts Manager** in Margala Hotel Islamabad. Pakistan - Sept 2004 to Oct 2005 (01 Year)

(Details on Next Page)

Educational Qualifications

- **Masters – MBA Finance** – from Virtual University of Pakistan (last one paper in process - 2019)

Computer Skills/ Software Skills

- Emailing, Ms Excel, words, Power Point
- SAP Business One, Indus Financial Software (Oracle) Quick Books, Tally

Seminars / Trainings / CO-CURRICULAR ACTIVITIES

- "Withholding Income Tax One Day Workshop - At **Skill Development Council**
- "Sales Tax Law One Day Workshop - At **Skill Development Council**
- "Sales Tax Law A to Z One Day Workshop. - At PITAC

Employment Records

Name of Institution: Mushko Electronics Pvt Limited| Pakistan

Job position : **Accountant**

Year : **October 2005 – till date.**

Mushko Electronics Private Limited was founded in 1948 as a trading and in 1953 was awarded the dealership of Hewlett Packard.

Mushko is commercial importer of the following products

- Testing & Measurement Products
- All HP Products, and HPE Products
- Surveying products
- Surveying products

Personal Details

➤ Date of Birth : 02 Sep 1983
➤ Gender : Male
➤ Religion : Islam
➤ Nationality : Pakistani
➤ Marital Status : Married
➤ Language Known : English, Urdu