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Karachi.

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Summary

A highly motivated and results driven manager who has **over seven years of invaluable experience** in leading and developing a successful audit, tax and finance teams. Skilled in numerous financial and accounting fields, including: preparing annual budgets and monitoring key accounts. Having the ability to handle complex assignments effectively & possessing the confidence to work as part of a team or independently. I am presently looking for a suitable opportunity position with a reputable organization where I can excel, deliver & achieve my potential. I have aimed at balancing my experience in accounting & finance and other business services which has enabled me to develop an understanding of regulatory environments.

SKILLS

Financial

Cash flow control
 Management accounts
 Budget preparation
 Financial forecasting
 Economic awareness
 Interpreting financial data
 Auditing
 Strategic thinking

Management

Predicting future trends
 Supervisory skills
 Financial regulations
 Decision making
 Managing budget
 Effective delegation
 Conflict resolution
 Effective delegation

Personal

Attention to details
 Communication skills
 Excellent IT knowledge
 Presentation skills
 Problem solving
 Analytical skills
 High levels of integrity
 Negotiating

CAREER

Finance Manager

August 2019 – to present

Working as Finance Manager in Al-Masood & Company (Private) Limited, a sole distributor of Hyundai Lubricant Oils - Korea. My key responsibilities are;

- Revise financial information and highlight business's performance on a periodic basis to determine level of compliance with relevant statutes, rules, procedures, policies, and regulations;
- Liaison with external auditors during annual audit and finalization of company's accounts;
- Organize and submit budget / forecasts exercise within timelines; monitor budget accuracy and deliver explanation on deviation from plan to aid management in planning; made financial business plan to know performance;
- Function in close coordination with auditors regarding audit, OGRA regarding license, tax consultant regarding filling of annual income tax return, foreign vendor and clearing agent regarding our shipment, banks regarding remittance to foreign and local vendors, SECP relating to filling of documents;
- Effectively established internal control on physical inventory and monthly cross verify inventory sheets provided by store department with system generated;
- Effectively established internal control on fixed assets of the company including preparation of fixed asset register;
- Exercise hands-on approach and internal control managing books of accounts, timely recording of transactions, bank reconciliation, payroll, receivables and payables balances;
- Review and finalize human resource functions such as HR files, monthly payroll sheet with withholding tax impact, monthly sales team incentives etc.
- Entrust with overall responsibility to utilize sound negotiation skills to deal and manage independently with all taxation matters including income tax return, sales tax return as well as monthly sales tax (payable/receivables) reconciliation ledger with return;
- Prepare monthly management accounts, weekly / monthly / yearly stock reports and monthly sales report with collection analysis.

Manager Taxation

October 2018 - July 2019

Worked as Manager Taxation in Validus Engineering (Private) Limited – formerly known as Siemens Pakistan. My key responsibilities were:

- Functioned in close coordination with banks, tax authorities (income tax and sales tax), SECP relating to filling of documents as well as sales and purchase department regarding receipts and payments respectively;
- Revised and oversaw tax accounting work, such as preparing or reviewing tax provision, deferred tax computation;
- Acquired and utilized acute knowledge of income tax return filling (weekly, half month, monthly and yearly), and preparing of sales tax filling in strict compliance with tax authorities;
- Effectively compliance of 161 monitoring of income tax ordinance and 181 of sales tax modifications in FBR without guidance of tax advisors;
- Effectively established teams by assisting them to develop software skills, handle day to day queries with increasing level of autonomy, and review their work and provide feedback;
- Liaison with external auditors during due diligence of the company;
- Fully coordinate with sales department regarding sales and advance sales tax invoices and issue numbers;
- Computation of stamp duty, correspondence with government official regarding stamp duty including accruals of stamp duty; and
- Shoulder the responsibility for managing daily accounting operations, including complete accounting cycle from general entries to compilation of financial statements, and submitting tax returns.

Supervisor (Audit and Assurance)

May 2014 to September 2018

I worked as Auditor (Senior-lead from May 2014 to May 2018 and Supervisor from May 2018 to September 2018) in the Audit & Assurance Department of Riaz Ahmad, Saqib, Gohar & Co. Chartered Accountants. My key duties and responsibilities included:

- Reviewed reporting process and delivered in-depth recommendation regarding business planning, forecasting, and budgeting and produced outputs for the critical areas of the audit, including risk assessment, and audit issues;
- Ensured policy and regulatory compliance with key controls, integrity of records and application systems as well as pre-disbursement verification of credit documentation; detected operational, fraud and business losses;
- Acquired and utilized extensive experience in audit and assurance and business advisory services and taxation services rendered to different multinational, public and private companies;
- Conducted audits such as analysis and reviews of financial statements. Ensured strict compliance with management policies also identified weaknesses in the system for potential risks;
- Conducted various key assignments such as fixed assets, land assignments, physical inventory counts etc.
- Identifying areas of potential efficiency improvements;
- Prepare financial statements of various audit and advisory clients to compare budgeted and final accounts prepared by management;
- Facilitated in the training and coaching of junior members of staff;
- Actively engaged in financial reporting, risk management, compliance & integrations;
- Assessed the effectiveness of the design and operations through test of controls, complied with the instructions for financial reporting and prepared reports on financial results for submission to the management; and
- Conducted audit assignments in compliance with the accounting and auditing standard as applicable in Pakistan.

Junior Accountant

January 2012 to March 2014

I have worked as junior accountant Tharparkar Sugar Mills (Private) Limited. My key duties and responsibilities included:

- Data entry of expenses and keeping records of expenses;
- Reconciling expenses with bank statements and petty cash; and
- Preparation of monthly bank reconciliations.

QUALIFICATION

	Particulars	Institute	Status
PROFESSIONAL	Certified Public Accountant	Institute of Certified Public Accountant of Pakistan	Finalist
	Chartered Accountancy	The Institute of Chartered Accountants of Pakistan (ICAP)	CAF
	PIPFA	Pakistan Institute of Public Finance Accountant	Qualified
	Master in Business Administration	Sindh Institute of Management and Technology, Karachi	Qualified
	Master in Economic	Shah Abdul Latif University Khairpur	Qualified
	Bachelors in Commerce	University of Karachi	Qualified
ACADEMIC	Higher Certificate	Secondary Bahria Foundation College, Naushahro Feroze	Qualified
	Secondary Certificate	School Government Tameer-e-Millat High School, Mehrabpur	Qualified

COMPUTER SKILLS

- Proficient in MS office
- SAP - ERP- FI
- Oracle based software
- Customized software
- Internet suffering

PERSONAL INFORMATION

Father's Name: Muhammad Yaqoob
 Marital Status: Married
 Date of Birth: December 20, 1986
 NIC No: 45302-3080400-3
 Nationality: Pakistani
 Language: Proficient in English and Urdu

Reference

Name: Mohsin Iqbal