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KARACHI, PAKISTAN



EXPERIENCE, SKILLS PROFILE AND STRENGTHS

- Experience in preparation, presentation and review of the financial statements and other financial reports.
- Excellent verbal and written communication skills.
- Ability to lead a team and a strong team player.
- Ability to complete work assignments within stiff deadlines and work under pressure.
- Dedication and motivation to achieve high standards of service and professionalism.

PROFESSIONAL QUALIFICATIONS:

- APFA (Associate Public Finance Accountant) from Pakistan Institute of Public Finance Accountants, in 2012 Associated with International Federation of Accountants (IFAC).
- CIPFA (Affil) from "The Chartered Institute of Public Finance & Accountancy" United Kingdom.

ACADEMIC QUALIFICATION:

- **Bachelor of Commerce** (B.Com) from University of Karachi in 1994.

WORK EXPERIENCE SUMMARY:

SEPTEMBER 2015 TO APRIL 2019

Worked as a **Senior Accountant** in Falah Nasir Al Sahly Establishment a Leading Facility Management Co. in Riyadh KSA, significant responsibilities are:

- Supervising of Accounting Department.
- Preparation of Financial Statement for KSA, & Lebanon.
- Preparation of Project Budget and monthly analysis of variance.
- Checking & Disbursement of suppliers payment as per aging schedule.
- Monitoring, Disbursement of Staff Payroll & perk.
- Monitoring and reconciling of banks, customer & vendors accounts.
- Tracking & follow up of accounts receivable for all project.
- Monitoring & checking of payment made by cash and petty cash for KSA & Lebanon.
- Preparation and submission of monthly Invoice to all clients for KSA & Lebanon.
- Managing entire unit in computerized environment.
- Maintain VAT Record, VAT compliance and file VAT Return.

DECEMBER 2013 TO AUGUST 2015

Worked as a **Chief Accountant** in Karim Container (Pvt) Ltd. Manufacturer of Plastic items, significant responsibilities are:

- Monthly Budgeting and its breakdown into weekly budgeting and control of finance, including suggestions.
- Monitoring of monthly Tax deductions (Value Added Tax and Income Tax) and deposits into Government Treasury
- Monitoring of filing monthly Sales tax Return, Sales tax withholding and sales tax Audit & other sales tax Matter.
- Opening/Amending L/Cs for imports, and keeping a track of the imported materials, and avoiding interest expense, including payment of duty and other ancillary payments. Monthly two to three L/Cs.
- Processing and finalization of necessary Import's documentation / formalities
- Coordination with clearing agents for customs clearance
- Coordination with insurance companies for coverage of marine shipments and local dispatches
- Controlling receivables and its recoveries including its proper utilization.
- Monthly Trial Balance, Profit & Loss Statement, and Analysis of Costs, Revenues and Profits.
- Monitoring of Accounts Receivable review of aging report, Tax deducted by debtors, Collection against Receivable and all concern matter regarding receivable management.
- Daily Reporting to the Managing Director on all the above.

- Highlighting and suggesting for manufacturing processes, e.g. related to issuance, consumption and record keeping of raw material.

JANUARY 2013 TO OCTOBER 2013

Worked as an **Accountant** in Orbit International School Khobar, KSA. Significant responsibilities are:

- Fee Collection from Parent by Cash or Span Card.
- Reconcile the daily Cash Collection and deposited into bank Account.
- Submit to H.O. Weekly Collection Report With Receipts Copies & Reconciliation.
- Submit to H.O. any refund claim by Parent with required documents.
- Maintain the petty cash and submit to the H.O. for Reimbursement.
- Prepare Cheque request and submit to the H.O. for Payment.
- Prepare Monthly attendance sheet for 300 employees and submit to H.O.
- Make Teacher Discount for their children, Service benefit of Staff.

APRIL 2011 TO DECEMBER 2011

Worked as a **Manager Accounts** in Quetta Serena Hotel 4* Deluxe at Quetta. Significant responsibilities are:

- Reviews all Purchase invoices for payment, Verifies compliance to purchasing, receiving, contractual terms, G/L coding etc, on an ongoing basis, tracks the source of discrepancies, particularly for operating Department's compliance to purchasing & receiving policies
- Preparation & Posting of all Journal vouchers required in order to close monthly accounts.
- Ensure that all revenue and expenditure are properly recorded in the general ledger.
- Reconcile the trial balance for monthly closing.
- Adjust the Debit Credit Note issued by Head office and issued by the other unit (hotel) for monthly closing.
- Preparation monthly P&L Top Sheet with actual, Budget & variance, YTD actual budget & variance, Outlet wise P&L.
- Preparation of Balance Sheet, Consolidation P&L and Balance Sheet with Comparison to Last year same month.
- To analysis P&L variance and write comment there on.
- Check and sign payments in accordance with established procedures.
- Review the Hotel contract and agreement and make new contract when required.
- Checking and signing of all store issuance.
- Ensure that the float of the General Cashier is verified daily.
- Successfully implementation of Microsoft Fidelio Financial and Fidelio material control in hotel property.
- Play a role as an acting Finance Controller on the absence of Finance Controller.

APRIL 2009 TO MARCH 2011

Worked as a **Financial Accountant** in Regent Plaza Hotel 5* (413 Rooms) at Karachi. Significant responsibilities are:

- Preparation of all Journal vouchers required in order to close monthly accounts.
- Reconcile the trial balance on monthly basis.
- Responsible for the monthly closing of the accounts and Preparation of Financial Statements for Director Review.
- Ensure that the accounting records are maintained fairly and according to the IFRS
- Maintain the General Ledger Master Data and ensure adequacy of presentation for maximum transparency in an efficient manner.
- Manage & preparation of the audit schedules for annual Audit.
- Submission of monthly Sales Tax return by E-Filing, Get the sales tax audited and monitoring other sales tax related matters.
- Monitoring for submission of E-Filing of monthly Statement for Salary and Supplier.

APRIL 2007 TO FEBRUARY 2008

Worked as a **Chief Accountant** in Star Apparel in Ismailia Free Zone, Egypt. Significant responsibilities were:

- Preparation of the management accounts and the financial statements for review to Director.
- Check the accounting record and preparation of Tax Statement
- Monitoring and maintenance of books of accounts
- Checking and arrangement of monthly salary for 500 Employees
- Preparation of Bank reconciliation for all banks
- Maintain and update fund position on daily basis
- Aging analysis for Accounts Payable

FROM AUGUST 2003 TO SEPTEMBER 2006

Worked as a **Chief Accountant** in A & J APPAREL (PVT) LTD. (Exporter and Manufacturer of knitted garments). The main responsibilities were:

- To report the Chief Executive Officer directly the financial status of the Company and assist the CEO in the financial decision-making.
- To maintain financial records and monitor system of bookkeeping and preparation of periodical management reports.
- To devise the appropriate internal controls and accounting policies independently in the company and safeguard the company's interest and assets.
- To independently plan, organize and manage timely preparation of financial statements, Income Tax Returns and Company annual return for SECP (Form A and Form 29) and others statutory laws applicable.
- To independently get the Annual Accounts Audited by Hashmi & Co. Chartered Accountants.

- To independently get the Sales Tax Audit by Sales tax Authorities.

FROM OCTOBER 2000 TO AUGUST 2003

Worked as an **Accounts Executive** in Shafi Group (Ravi Agencies), a well-known organization in the field of Lather stuff, significant responsibilities were:

- To report to Director the financial status of the agency and assist them in decision-making.
- To maintain financial records and monitor system of bookkeeping and preparation of periodical management reports.
- To deal with H.O. Tax manager in concern with Income tax matters.
- To perform letter drafting as required by Director and for other government Department.
- To Prepare Debtors and Creditor report for director review.

FROM DECEMBER 94 TO AUGUST 2000

Worked as an Accountant with Abdullah Apparel (Pvt) Ltd Pakistan Manufacturer and Exporter of Woven Garments Significant responsibilities were:

- To report the Chief Accountant financial status of the company and assist them in the financial decision-making.
- To maintain financial records and monitor system of bookkeeping and preparation of periodical management reports. (Financial Statement)
- To Prepare monthly W.H. Tax Statement
- To supervise junior staff and checking all vouchers fed by him
- To Prepare Bank reconciliation statement

FROM OCTOBER 1992 TO DECEMBER 1994

Worked as an Accountant with Moro Textile Mills Ltd.-Pakistan Manufacturer and Export of Cotton Yarn. Significant responsibilities:

- To maintain Manual General Ledger, Factory fund Statement.
- To Prepare Trial balance for Finance Manager.
- To Prepare Head Office Payroll and Bank.
- To Prepare monthly bank statement
- To prepare monthly W.H.Tax statement.
- To Assist Finance Manager in preparation of financial statement.

INFORMATION TECHNOLOGY EXPERTISE AND COMPUTER SKILLS AND PROFICIENCIES:

- At present, Working on Peach Tree Accounting Software
- Worked on Focus5 Accounting software and Tally accounting software
- Working on ERP Software (FoxPro based)
- Proficient in MS Office (Word, Excel, PowerPoint etc.)
- Implementation of ERP system Micro soft Fidelio Financial (sun Financial) in Hotel property.

LANGUAGES

Proficient in English and Knowledge of Arabic (Native language is Urdu).

PERSONAL DETAILS

Nationality: Pakistani / Passport # BUI346221
Marital Status: Married
Date of Birth: 01 August 1969
Driving License: Saudi Arabia