**MUHAMMAD**



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##### Manager International Finance

**OBJECTIVE** To serve in a progressive organization offering job satisfaction, a challenging work environment with ample opportunities for career development and growth based on competition and achievements.

**SKILLS**

* Ability to perform under pressure.
* Ability to achieve goals and targets well in time.
* Ability to identify weak areas and give valuable inputs and suggestions to management for decision-making.

WORKING EXPERIENCE

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| **Since MARCH 2001 to date (9.4 Years)** |  | **HERBION PAKISTAN (PVT) LTD.**Landhi Industrial Area, Karachi, Pakistan. |

**Herbion Pakistan** is a prestigious name in national & International pharmaceutical market and is engaged in the business of manufacturing of “Herbal Medicines” and “Dietary Supplements. It is a part of a leading HERBION GROUP having business in more than 21 countries around the globe.

MANAGER INTERNATIONAL FINANCE - Pakistan

Responsibilities & Accomplishments (March 2009 to date)

* Treasury and Funds management
* Direct/Internet Banking through Foreign Banks
* Supervision of maintenance of accounts.
* Preparing periodical reports (Profit & Loss a/c, Balance Sheet etc.) for management perusal, and finalization of accounts.
* Handling with Customers & suppliers.
* Reconciliation of payables, receivables, inter-company accounts & banks.
* Preparation of **MIS** Reports for management review.
* Coordination with overseas offices and be in touch with them through e-mails.
* Registration of Trademarks in various countries for the protection of company’s brands.

Official Visit to Uzbekistan (25-Apr-2009 to 30-May-2009)

**Objective:**

* To conduct Internal Audit of construction work of office and warehouse building was being constructed in Tashkent
* Physical Stock taking of medicines and promotional material

Official Visit to United Arab Emirates (27-Feb-2010 to 30-Mar-2010)

**Objective:**

* To incorporate a new entity in the UAE and see the feasibility of using UAE as logistical hub for the company, for supplying goods to Fareast, Central Asia and North American customers. I have had meetings with officials in Dubai Customs, Ministry of Health Dubai, Ministry of Health Abu Dhabi, and few Freight Forwarding companies.

DEPUTY MANAGER FINANCE - MOSCOW, RUSSIA

Responsibilities & Accomplishments (Jul-2007 to Mar-2009)

* Coordination with overseas offices in 20 different countries and giving them guidance with respect to Finance related issues.
* Registration of new companies, Representative/Branch Office in different countries.
* Opening of new Bank accounts with foreign banks and liaison with them on different matters.
* Registration of Trademarks in various countries for the protection of company’s brands.
* Other legal and corporate matters

ACCOUNTANT - Pakistan

Responsibilities & Accomplishments (Mar-2001 to Jul-2007)

* Treasury and Funds management.
* Direct/Internet Banking through Foreign Banks.
* Supervision of maintenance of accounts.
* Preparing periodical reports (Profit & Loss a/c, Balance Sheet etc.) for management perusal, and finalization of accounts.
* Handling with Customers & suppliers.
* Reconciliation of payables, receivables, inter-company accounts & banks.
* Preparation of **MIS** Reports for management review.
* Checking and verifying the export documents, Freight rates, and other related things
* Coordination with overseas offices and be in touch with them through e-mails.

**Special Assignments/Achievements:**

* Implemented new Accounting Software solely, developed in Visual Basic, including preparation of Chart of Accounts, and transferred all accounting data.
* Implemented Inventory software as well integrated with the GL.
* With the coordination of persons at locations, got successfully registered Representative & Branch offices in Moldova, Armenia, Georgia and Mongolia.

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| **Since FEB 1995 to MAR 2001 (6 Years)** |  | **SHAHNAWAZ TEXTILES LTD.**West Wharf, Karachi, Pakistan |

**Shahnawaz Textiles**, a spinning unit manufacturing of yarn of various counts, is a sister-concern company of leading **SHAHNAWAZ GROUP** having sole agency of Mercedes Benz in Pakistan.

ACCOUNTANT - Pakistan

Responsibilities & Accomplishments (February 1995 to March 2001)

* Maintaining all accounts, Bank reconciliation, Accounts Payables & Receivables through computerized accounting software and making payments.
* Preparing periodical reports for Management, finalizing of accounts for Audit purpose including cash flow statement.
* Coordination with external auditors.
* Preparing periodical (Monthly, Quarterly & yearly) Income Tax returns, for suppliers, brokers & employees.
* Keeping records of Sales Tax.
* Preparation of **MIS** Reports for management review.

**Special Assignments/Achievements:**

* Implemented new Accounting Software solely, developed in Visual Foxpro, including preparation of Chart of Accounts and transferred all accounting data to new software.

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| **Since JAN 1994 TO FEB 1995 (1 Year)** |  | **SHAFEEQ STEEL MILLS**Art Council Road, Karachi, Pakistan |

**Shafeeq Steel Mills** is a local Re-rolling mill, manufacturer of MS-Bar.

ASSISTANT ACCOUNTANT

Responsibilities (January 1994 to February 1995)

* Manual Bookkeeping, Maintaining accounts, Bank reconciliation, Accounts Payables & Receivables.
* Preparing Trial Balance and Profit & Loss Account.

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| **Since MAY 1993 To JAN 1994 (8 months)** |  | **RIVIERA SPORTSWEAR**S.I.T.E. Area, Karachi, Pakistan |

It was a garment factory; a sister-concern of a leading HABIB GROUP, exports sports wears.

ASSISTANT ACCOUNTANT

Responsibilities (May 1993 to January 1994)

* Manual Bookkeeping, Maintaining accounts, Bank reconciliation, Accounts Payables & Receivables.
* Preparing Trial Balance and Profit & Loss Account.

EDUCATION & PROFICIENCY:

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| 1. | **ICMAP** | Institute of Cost and Management Accountants of Pakistan  6 Courses have been passed out of total 21. |
| 2. | **B.Com** | Karachi University, Pakistan in the year 1993  Bachelor of Commerce |
| 3. | **I. Com** | From Board of Intermediate, Karachi, Pakistan in the year 1990  Inter Commerce |
| 4. | **S.S.C (Science)** | From Board of Secondary Education, Karachi, Pakistan in the year 1987 |

Computer Skills

MS Office : Excellent command over Microsoft Excel, Word, & Outlook, working

knowledge of Microsoft Power Point

Accounting Programs : More than 10 years of experience of working on different Databases/Programs

based on Visual Basic, Visual Foxpro & Oracle etc.

Operating Systems : Good working knowledge of Microsoft Windows Vista, XP, 98, 2000 etc.

Language Skills

Urdu : Native (Excellent in Reading, writing & speaking)

English : Reading – Fluent

Writing – Fluent

Speaking – Fluent

Typing – above 40 wpm

Russian : Reading/writing/speaking - With difficulty

Typing – 20 wpm

**Countries Travelled:**

(1) **Russia** *(Worked in for 20 months)*

(2) **Ukraine** *(Visited for one week on an assignment)*

(3) **Uzbekistan** *(Visited for 35 days for conducting Internal Audit)*

(4) **United Arab Emirates** *(Visited for 30 days)*

References

Available on request