 **RAMZAN**

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[ramzan.138600@2freemail.com](mailto:ramzan.138600@2freemail.com)

**Objective:** Innovative management accountant with relevant experience in management accounting. Seeking employment with a respectable company; that provides opportunities for progression and development.



**Professional Career Summary:**

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| --- | --- | --- | --- |
| **Professional Certification :** | | **ACMA** |  |
| **Education** | **:** | **B.Sc** |  |
| **Work Experience** | **:** | **Duration** | **Organization & Designation** |
|  |  | Current | Westec(Pvt)Limited(Western Group) as a Manager |
|  |  |  | Accounts and Finance |
|  |  | 3year-2008-2011 | Habib construction Services(Pvt)Limited /Reliable |
|  |  |  | Engineering Services(Pvt)Limited as a Manager |
|  |  |  | Finance and Accounts |
|  |  | 2 year-2006-2008 | Descon Engineering Ltd.as a Manager Accounts |
|  |  | 2 year-2004-2006 | Ghani Glass Ltd. as Accounts Officer |
|  |  | 1 year-2003-2004 | Mandiali Paper Mills Pvt Ltd as Accounts Officer |
|  |  | 7Month-03-04 | Nazir Ch.and Co. as Trainee/Interm |

**Highlights of Qualifications**

* Sound Knowledge of Lump Sum, Cost Plus, Cost Reimbursement, and or Unit Price contracts
* Excellent skills in analyzing and evaluating complex data and information
* Ability to maintain accounting records for special accounts and projects
* Strong project management skills and an ability to work well with all levels of an organization
* Trustworthy individual with strong ethics and integrity
* Excellent Analytical and Problem solving Skills
* Outstanding attention to detail and time management skills
* **Work Experience**

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| **Organization** | **:** | ***Westec Pvt Limited(Western Group)*** |
|  |  |  |
| Organization Type | : | **Manufacturing Company** |
| Designation | : **Manager Accounts and Finance** | |
| Tenure | : | Nov-2011 to Date |

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| --- | --- | --- | --- | --- | --- | --- |
| Location | : | Lahore, Pakistan | | | | |
| Area(s) of Experience : | | Finance & Management Accounting, Management, Internal Audit., Taxation, | | | | |
|  |  | Banking |  |  |  |  |
| Reporting to | : | **Managing Director** | | | | |
| Responsibility | : | All types of financial Reporting | | | | |
| Span of Control | : | **6** |  |  |  |  |
| Brief Job Description | : |  Preparing timely and accurate monthly financial statement in | | | | |
|  |  |  | deadline pressure. | | | |
|  |  |  Prepare and file annual financials, ensuring up to date records for | | | | |
|  |  |  | accounting year. | | | |
|  |  |  Interprets financial data for the purpose of determining past | | | | |
|  |  |  | performance. | | | |
|  |  |  | Calculate Variances; Analyze Financial Ratio & Preparing | | | |
|  |  |  | Analytical Reports | | | |
|  |  |  Analyzing Manufacturing Costs, overheads | | | | |
|  |  |  Framing up budget pattern and recognize budget expenditures. | | | | |
|  |  |  Check & verify prices, calculations and other details of invoice | | | | |
|  |  |  | related to PO/Contract. | | | |
|  |  |  Controlling payable aging policy and following for timely | | | | |
|  |  |  | payments | | | |
| **Organization** | **:** | ***Habib Construction Services (Pvt)*** | | | | |
|  |  |  | |  |  |  |
|  |  | ***Limited/Reliable Engineering*** | | | | |
|  |  |  | |  |  | |
|  |  | ***Services(Pvt)Limited*** | | | | |
|  |  |  | |  | | |
| Organization Type | : | Construction and Engineering company. | | | | |
| Designation | : | **Manager Finance & Accounts** | | | | |
| Tenure | : | April 2008 to Nov 2011 | | | | |
| Location | : | Lahore, Pakistan | | | | |
| Area(s) of Experience : | | Finance & Management Accounting, Management, Internal Audit., Taxation, | | | | |
|  |  | Banking |  |  |  |  |
| Reporting to | : | Project Manager and CFO | | | | |
| Responsibility | : | All types of financial Reporting | | | | |
| Span of Control | : | 14 |  |  |  |  |
| Brief Job Description | : |  Preparing Financial statements and accounts | | | | |
|  |  |  Coming up with the financial periods accounting standard and | | | | |
|  |  | means of controlling expenditure | | | | |
|  |  |  Finding out cause of variations between the set standards and | | | | |
|  |  | actual performance of a financial period | | | | |

 Developing ways of increasing profitability and minimizing operation costs

 Managing the finance clerks and accounting personnel  Managing payroll, stock control and credit control

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|  |  |  Analyzing Revenue figures and creating forecasts. | | | | |
| **Organization** | **:** | ***DESCON ENGINEERING LIMITED*** | | | | |
|  |  |  |  |  |  |  |
| Organization Type | : | Construction and Engineering company. | | | | |
| Designation | : | **Incharge Accounts and Finance** | | | | |
| Tenure | : | June 2006 to April 2008 | | | | |
| Location | : | Lahore, Pakistan | | | | |
| Area(s) of Experience : | | Finance & Accounting, Management, Internal Audit., Taxation, Banking | | | | |
| Reporting to | : | Financial controller | | | | |
| Responsibility | : | Management Reporting, Monthly analysis of data, Cash flow and Banking | | | | |
|  |  | matters. Budget & Forecasting, Payment schedule | | | | |
| Span of Control | : | 2 |  |  |  |  |
| Brief Job Description | : |  Preparation of Final Accounts at monthly, quarterly, half yearly and yearly | | | | |
|  |  | basis. | | | | |
|  |  |  Cash Flow statement and Banks reconciliations. | | | | |
|  |  |  Profitability analysis and performance reports. | | | | |
|  |  |  Variance analysis statements. | | | | |
|  |  |  Preparation of daily financial position. | | | | |
| **Organization** | **:** | ***Ghani Group of companies.(Ghani Glass*** | | | | |
|  |  |  |  | |  |  |
|  |  | ***Limited*** *)* |  | | | |
| Organization Type | : | Manufacturing | | | | |
| Designation | : | Accounts Officer | | | | |
| Tenure | : | Nov 04 – June 06 | | | | |
| Location | : | Lahore, Pakistan | | | | |
| Area(s) of Experience : | | General Ledger, Final accounts, Provident Fund. Banking Matters | | | | |
| Reporting to | : | Manager Accounts | | | | |
| Responsibility | : | Review of General Ledger. Assistance in preparation of Final Accounts and | | | | |
|  |  | complete record of Provident fund. | | | | |
| Span of Control | : | 1 |  |  |  |  |
| Brief Job Description | : |  Assistance in preparation of final accounts. | | | | |
|  |  |  Monitoring the credit facilities and dealing with banks regarding loans | | | | |
|  |  | on Islamic basis. | | | | |
|  |  |  Preparation of Bank reconciliation statements. | | | | |
|  |  |  Co-ordination with external and internal auditors. | | | | |
|  |  |  Complete Records of provident fund. | | | | |
| **Organization** | **:** | ***Mandiali Paper Mills (Pvt) Limited*** | | | | |
|  |  |  | | |  | |
| Organization Type | : | Manufacturing | | | | |
| Designation | : | Accounts officer | | | | |
| Tenure | : | Aug 2003 – Nov2004 | | | | |
| Location | : | Lahore, Pakistan | | | | |
| Area(s) of Experience : | | Finance & Accounting | | | | |
| Reporting to | : | Manager Finance | | | | |
| Responsibility | : | Financial Operations, Payroll, Bank Reconciliation, Assistance in Finalization | | | | |

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of Accounts,

Span of Control : Nil

Brief Job Description : Handling all import process. All dealing from L/C opening to arrival of

raw material at site. Maintaining all accounts relating to import. Costing

all local and import purchases and make comparisons with quality and

economical point of view and report to management.

 Handling internal audit Department for some period.

 Assistance in preparation of final accounts

**Internship Experience**

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| **Organization** | **:** | ***Nazir Chudhery & Company Chartered*** | |
|  |  |  |  |
|  |  | ***Accountant*.** | |
|  |  |  |  |
| Organization Type | : | Chartered Accountant Firm | |
| Designation | : | Trainee / Intern | |
| Tenure | : | Jan 2003 to Aug2003 | |

**Professional Certification & Academic Education**

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| **Sr.** | **Certification / Degree** | **Institution / University** | **Specialization / Major** | **Passing Year** |
|  |  |  |  |  |
| 1 | ACMA | ICMAP | Management Accounting | 2007 |
|  |  |  |  |  |
| 2 | B.SC | IslamiaUniversityBahawalpur | Math A,B & Physics | 1996 |
|  |  |  |  |  |
| 3 | F.SC. | Govt H/S/S Firoza.District | Pre-Engineering | 1994 |
|  |  | R.Y.Khan |  |  |
|  |  |  |  |  |
| 4 | SSC | Govt H/S/S Firoza.District | Science | 1992 |
|  |  | R.Y.Khan |  |  |

**Computer Skills**

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| --- | --- | --- | --- |
| **Sr.** | **Skills & Abilities** | **Proficiency Level** | **Last Used / Practiced** |
|  |  |  |  |
| 1 | Ms Office-(Excel,Word,Power Point) | Above Average | Currently Using |
|  |  |  |  |
| 2 | Oracle Financial(ERP) | Average | 2011 |
|  |  |  |  |
| 3 | SBT Financial System(ERP) | Average | 2008 |
|  |  |  |  |
| 4 | ACPACC Financial System(ERP) | Average | 2008 |
|  |  |  |  |
| 5 | Peach tree Accounting | Average | 2004 |

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**Personal Information**

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| Religion | : | Islam |
| Language Competency | : | English, Urdu, Punjabi |

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