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**Nasir**

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**Professional Objective :**

Seeking job with a progressive Organization to pursue a long-term career.

**Skills**

Responsible.

Strategic thinking.

Ability to work in a group / team.

Ability to work in challenging situations.

Financial & Auditing skills.

Accounting skills.

**Educational Attainments**

**MBA –Finance:** West Coast Institute of Management

& Technology-Clifton campus Karachi .

**Bachelors of Commerce :** Karachi University.

**Higher Secondary School :** Government Premier College-Karachi .

**Professional Experience**

**Essa Engineering Industries (Private) Ltd - (Oct 2014 to June 2017)**

**(Manufacturers & Exporter of Quality Automotive Filters)**

**( Manager Finance & Accounts-(Reporting to Directors)**

 **Responsible for:**

* Supervision of preparation of final accounts for external audit purpose
* Supervise of preparation of monthly Profit & Loss statements.
* Review of bank reconciliations of all bank accounts.
* Supervision of Customer & Supplier Billing.
* Supervision of Receivables & Payables summaries which includes Weekly, Bimonthly & Monthly.
* Supervision of Statement of account reconciliation with parties.
* Follow up for recoveries.
* Monitoring of credit limits and live balances of customers.
* Monitoring & analyzing department work to optimize maintaining a high level of accuracy.
* Monitor Import & Export of Company (including all necessary documentation)
* Check & Ensure Annex statements of e-filling of tax authorities (FBR).
* Ensure Sales Tax & Withholding tax figures before filling return.
* Monitor & finalize Income tax & Sales Tax Audits.
* Check & Ensure WPPF, EOBI & SESSI working.

**Max Zealer Cosmetics (Private) Ltd ( Jan 2008 – Sept 2014)**

**(Manufacturer, Import & Export of Color & Skin Cosmetics)**

**Senior Accountant-(Reporting to General Manager)**

 **Responsible for:**

* Prepare Final Accounts of company on Monthly, Quarterly and Annual basis.
* Monitoring financial system for recommendation, improvement & coordinate profit plan process.
* Planning & execute of all accounting functions & ensure accurate & timely reporting & analysis of data.
* Checking of accounts books, voucher and daily working report.
* Prepare Cash Flow Statement.
* Arrange & supervise funds from banks for company payments.
* Supervise & Conduct Internal & External audit.
* Review & Prepare monthly report regarding activities of cash & banking section.
* Costing of Company Products..
* Monitor & check Supplier Income Tax on according Payments schedule.

**Max Zealer Cosmetics (Private) Ltd – ( July 2004 - Dec 2007)**

**(Manufacturer, Import & Export of Color & Skin Cosmetics)**

**Accountant-(Reporting to Senior Accountant)**

 **Responsible for:**

* Prepare, manage and organized all books, records keeping.
* Invoice Management and necessary follow ups.
* Generate Daily business reports.
* Data entry of all business transactions and ensure necessary documentation
* Assist in e-filling of tax withholding statements & maintain petty cash account.
* Maintain proper financial record and filling system according to organization

 requirements.

**Osmani & Company (Private) Ltd -- ( Jan 1999 - Feb 2002 )**

**(Importer & Distributer of Uni-Lever Pakistan Ltd).**

 **Accounts Executive-(Reporting to Directors)**

 **Responsible for:**

* Prepare & Maintain Account books (i.e general ledger, cash book, debtors, creditors and sales register.
* Managing tax related activities (Income Tax return & Sales Tax Return)
* Arrange the fund transfer in banks for payments of Suppliers, Utility Bills and salaries as and when needed.
* Supervising the process of daily postings of collection from Distributors.
* Reconcile & control Banks.
* Coordination with external Auditors for Annual audit
* Working & Co-Ordinate with Tax consultant of company Sales Tax & Income Tax Matter .

**December 1994 – November 1998**

**Article-Ship (Completed Four Years)**

**Feroze Sharif Tariq & Co. (Chartered Accountants)**

**During Audit Training**

* Helping in planning of audit of various clients and developing planning memorandum;
* Checking Clients books of Accounts in accordance with the Companies Ordinance, 1984 and applicable International Accounting Standards;
* Conducting the audit in accordance with the International Standards of Auditing and local Tax Laws respectively; &
* Finalizing of various jobs including multinational and Public Limited Companies.

**Computer Literacy**

* Proficient in all components of **Microsoft Office.**
* Accounting Software.
* Internet and Emails.
* **Visa Status : Visit Visa**

Achievements

* Appreciation Certificate at Annual Conference 2009.
* Appreciation Certificate at Annual Conference 2008.
* Achieve Best Officer of the Year at Annual Conference 2004.

Other Skills

* Participate on Workshop held for developing specialized skills against Withholding Taxes under Income & sales Tax Laws in 2015.
* Participate on Workshop held by SMEDA (Ministry of Industries & Production Government of Pakistan) against Sales Tax Return filing in 2016.

**Reference *submitted (If necessary) according to requirement) .***