

**SHAHNAWAZ**

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**Field Of Interest: Accounts/ Finance / Costing / Budgeting/ ERP Implementation**



**Objective** To develop a long-term career with an organization that allows me to expand my horizons and motivate me to excel in delivering performance above expectation.



**Brief Summary of Professional skills**

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| --- | --- | --- | --- |
|  | Cash-flow Management |  | Payroll Management |
|  | Fixed Asset Management |  | Financial Management |
|  | Budgeting and Forecasting |  | Team Leadership |
|  | Variance Analysis |  Vision, Mission and Strategy Planning | |
|  Accounting & ERP Software | |  | Identification of KPI(s) and Mapping with Company |
|  System and Process Implementation | |  | Objectives |
|  Finalization of Financial Statement (Quarterly and | |  Liaison with Auditors, Bankers, Ijarah/ Leasing Companies | |
|  | Annually) |  | Takaful/ Insurance Agents and Vendors |
|  | Provident Fund Management |  |  |
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**Professional Career Summary**

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| --- | --- | --- | --- | --- | --- |
| **Professional Certification** | **:** ACMA (Associate of Cost and Management Accountant), | | | | |
|  |  | APA (Associate Public Accountant) | | | |
| **Education** | **:** M.Com (Master of Commerce), M.A (Master of Economics), | | | | |
|  |  | B.Com (Bachelor of Commerce) | | | |
| **Work Experience** | **:** Duration | | | Organization & Designation | |
|  |  |  |  |  |  |
|  |  | Jul-11 to Oct-12 | | Elite Tactical (Accountant) | |
|  |  | Dec-09 – Jul-11 | | Pharmatec Pakistan Ltd (AM Finance) | |
|  |  | Feb-07 – Nov-09 | | SME Leasing Ltd (Accounts Officer) | |

**Working Experience**

**Elite Tactical for Sports Management L.L.C**

From Jul. 2011 to Oct.12

**Company Profile:** Elite Tactical providing combating training, RBT Package and consultancy service to UAE army,Police and security agencies.

**Major Achievement:**

* Independently implement QuickBooks Pro 2011 within deadline given by management.
* Conduct first audit 2011 for the company.
* Conduct valuation of the company.
* Finance arrangement from bank for projects.

Working as Accountant and responsible for:

* Performance planning, evaluation, budgeting, and quantitative analysis
* Preparation of Monthly Income statement, Balance sheet & Cash flow statement.
* Compile data on operating expenses other overheads and incorporate them into the sales and margin figures provided by the line management, for them to review their projection and finalize the budget.
* Examine the invoice received from local and foreign suppliers and, if found, in accordance with the purchase order, organize payment on due date to avoid any delay in meeting the company's liability.
* Prepare cash flow statement for the current month and the forthcoming months to ensure that at no point of time company faces cash crunch and defaults in payments
* Assist the internal and external auditors and implement recommendations, if any, for improving the system, and take corrective action wherever required.
* Liaison with Bank, Insurance Company, External Auditor.
* Payroll Management with WPS System.
* Dealing with Letter of Guarantee and Performance Bond.
* Independently manage company accounts from JV to finalization of accounts.
* Additionally look after all matters related to Administration and Human Resource department.

**Pharmatec Pakistan Ltd (Formerly Winthrop Pharmaceutical UK)**

Dec. 09 to Jul. 2011

**Company Profile:** The largest pharmaceutical company in the Pakistan, which provides tooling facility to GlaxoSmith Kline for all range of Panadol, Contract facilities to different pharmaceutical companies and produce wide range of own medicines.

**Major Achievement:**

* Physical Inspection of fixed assets and match with fixed assets register.
* Bank reconciliation through system.
* Reduce risk and cost of insurance by 2%.
* Plan on segregation of duties with respect to internal control.
* To identify gap between IAS/IFRS and our organization.

Worked as Assistant Manager Finance and responsible for:

* Prepare and present annual budget of company which includes preparation of Budgeted Income Statement and Balance Sheet.
* Conduct periodic audit on the company’s financial systems and procedures,
* Financial statements and internal management controls to ensure compliance with legal requirements and corporate policies.
* Monthly Operating Report
* Compile data on operating expenses other overheads and incorporate them into the sales and margin figures provided by the line management, for them to review their projection and finalize the budget.
* Costing of Products (include various variances)
* Cash Management on daily, weekly and monthly basis.
* Checking Payment, JV and adjustment match with approval or related documents
* Monthly Provision
* Reconcile Suppliers Ledger Accounts.
* Ensuring compliance with relevant IAS/IFRS.
* Ensuring compliance with corporate and income tax law.
* Marketing Expense report with incentive calculation
* Allocation of advances & reconciliation.
* Review of overdue invoices.
* Internal control review of system and procedure
* Monthly Audit of financial records to ensure completeness
* Undertake such other duties and tasks as may lie within the scope this post to ensure the effective delivery and development of the service.
* Co-ordinate with external auditors at all stages of audit till finalization of audit report
* Conduct WWPF Audit of the company.
* Any other assignment given by General Manager Finance.

**SME Leasing Limited**

From Feb. 07 to Nov. 09

**Company Profile:** SME Leasing is a Semi-Government company Small Medium Enterprise provides Finance lease,working capital and hybrid financing to small and medium entities..

Worked as Accounts Officer and responsible for:

* Prepared Balance Sheet, Profit & Loss a/c, and comparing with annual budget on monthly basis.
* Submit Corporate and Management reporting to parent company on monthly and quarterly basis.
* Prepared annual budget of the company including budgeted balance sheet and profit & loss account.
* Responsible for preparing cash flow statements on fortnightly basis and set priorities to pay off company’s debts.
* Overall responsible for day to day accounting and book-keeping affairs.
* Co-ordinate with external auditors at all stages of audit.
* Maintaining Fixed Asset Register
* Preparation of vouchers (Manual Receipt, JV and Payment)
* Reconciliation of Banks (interbank transaction)

**Professional Qualification**

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| --- | --- | --- | --- |
| **ACMA (A-4708)** | | | From Institute of cost and Management Accountants of Pakistan |
| **APA** | | | From Pakistan Institute of Public Finance Accounts |
| **Academic** | | |  |
| **M.Com:** |  | | Awarded by Higher Education of Pakistan |
| **M.A (Eco.):** | | | From University Of Karachi |
| **B.Com**: | | | From University Of Karachi |
| **H.S.C: (Pre Eng.)** | | | From Gulshan College |
| **S.S.C: (Science)** | | | From Junior University School. |
| **Computer Skills** | | |  |
| ERP: | |  | Oracle (Introduction), Sidat Hyder Financial, QuickBooks, Almanac Leasing others |
|  |  |  | in-house software. |
| Ms Office: | | | Ms Excel, Ms Word, Ms Power Point |

**Professional Development**

**Sr. Workshops / Seminars / Training**

1. Financial Modeling 2010
2. International Accounting Standard/ International Financial Reporting Standards

**Personals**

* Work with absolute dedication and concentration.
* Highly adaptive to the environment and learn varying technologies swiftly.
* Punctual,committed,Consideration to the others, loyal and devoted to work

**Personal Information**

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| Father’s Name | | Abdul Waheed Jamal |
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| Religion | | Islam |
| Marital Status | | Married |
| Driving License | | UAE and Pakistan |
| Language Competency | | Urdu, English, Arabic (Basic) |
| **References** | |  |
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| Will be furnished upon request | |  |