Muhammad

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**Career Objective**

To contribute towards the growth and development of a dynamic organization where there are ample opportunities to grow both professionally and personally and where I can utilize my skills and experience efficiently and effectively.

**Professional & Academic Qualification**

**ACCA (Member)- UK** **Association of Chartered Certified Accountants, UK**

**BSc-Hons** Applied Accounting, UK (only thesis remain) **Oxford Brooks field University, UK**

**CAT** (Certified Accounting Technician) **- UK**  **Association of Chartered Certified Accountants, UK**

**Intermediate in Arts** **BISE** –**Lahore** **Pakistan**

**WORK HISTORY (7+ YEARS)**

Currently, working as a “**Senior Accountant”** in Al Ahli Plastic Industries (Member Co. of Al Ahli Holding Group) from **(June, 2011 to date)**

Worked as a **“Chief Accountant”** in Three Star Elephant Bay Beach Resort Yemen Tourism Company (STCO Group), largest group in Yemen **(Jan 2010 – Apr 2011)**

Worked as **Junior, Semi Senior and Senior** in **Audit and Assurance Department** Mehmood Idrees Qamar (MIQ), Chartered Accountants - Lahore a member firm of Baker Tilly International **(Jun 2006 – May 2009)**

Worked as **Lecturer & Quality Assurance Executive** of Financial Accounting, Financial Reporting & Advance Corporate Reporting in Rise Group of Institute (Business & Finance Institute) **(Jun 2008 – Dec 2009)**

**Senior Accountant** **June 2011 to Date**

***Experience with* AL AHLI PLASTIC Industries (AL AHLI HOLDING GROUP):**

During the job with Al Ahli Plastic Industries, I was responsible for:

* Generation of monthly, quarterly, half yearly & annual closure of financial statements after posting of accruals and necessary adjusting entries (Prepayments, Depreciation, Provisions etc.) within the prescribed deadlines;
* Preparing various MIS reports to the top management including P&L variances in comparison with budget, Cash Flow Statement, Balance Sheet, Trend analyses (Ratio Analyses) & inter-company accounts reconciliation etc. within the prescribed deadlines.
* Verifying and finalize the monthly payroll from HR department & ensure posting all transactions in a timely and accurate manner;
* Evaluating and approval of the purchase cost through vendors and suppliers` quotations within the company`s operating procedures;
* Verification and approval of payment to suppliers by checking supporting documents and compliance of all the control procedures devised for payment procedure;
* Reviewing & approving journal vouchers, bank payment vouchers, bank receipt vouchers after necessary verification in the ERP system (AASMIS);
* Reviewing approving petty cash expenses after necessary verification in the ERP system (AASMIS);
* Reviewing bank reconciliations, Account Receivables Reconciliation, Account Payable Reconciliation;
* Preparing budgets, forecasting including projected cash flow statements;
* Facilitating communication with the internal and external auditors;
* Facilitating communication with the banks and other related financial institution for financing purposes and day to day matters;
* Assisting CFO in day to day transactions and other related technical matters;
* Providing guidance to all subordinate staff ensuring compliance with the prevailing accounting practices and company policies and operating procedures

**Chief Accountant January 2010 to April 2011**

***Experience with* Elephant Bay Beach Resort (Yemen Tourism Company (STCO Group)):**

During the job with the ‘Yemen Tourism Company (STCO Group), I was responsible for:

* Ensure the safeguarding of hotel’s assets in the interests of Owner and General Manager for providing continuous and efficient service to the guest.
* Ensure that the F & B Control section provides timely and accurate reports to Management review and Support the plans of the F&B Manager to control costs and improve revenues.
* Ensure that the Purchasing section in thoroughly familiar with the market and obtain best possible bids on purchases to control or lower operating expenses.
* Ensure that all required coverage of all insurances policies of the hotel are in effect as well as all necessary licenses is renewed according to the Yemen law and government regulations.
* Examined and approval of journal vouchers, bank payment vouchers, bank receipt vouchers, general ledger & bank reconciliation statements;
* Generated monthly & annual closure of financial statements after posting of accruals and necessary adjusting entries:
* Prepared various daily, weekly, monthly & annual management reports concerning purchases & sales (DCR, DBR & MIS).
* Facilitated communication with the internal and external auditors;
* Facilitated communication with the banks and other related financial institution for financing purposes and day to day matters

**Audit Senior June 2006 to May 2009**

***Experience with* Mehmood Idrees Qamar (MIQ), Chartered Accountants:**

During the period of job with the firm I was involved in various assignments in Audit & Assurance and Business Risk services. The sectors I worked in ranged from manufacturing industry, service providers and financial sector.

* Initial planning of the job using ISAs and Baker Tilly International Audit Approach
* Understand the business its environment including its internal control system and risk assessment at financial statement level and assertion level.
* Apply substantive audit procedures including analytical procedures in accordance with the criteria prescribed in BTMIQ and in consultation with the engagement manager ;
* Performing the test of control to confirm risk assessment highlighting the issues/ matters;
* Meetings and discussions with the engagement manager, engagement partner and client regarding the various accounting and auditing issues identified during the assignment;
* Application of the International Financial Reporting Standards (IFRS) and preparation and finalization of financial statements disclosures in compliance therewith;
* Preparation of management letter identifying business risks, related financial statements risks, implications and recommendations in assurance as well as non assurance clients and

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| **Client Name** | **Nature of Assignment** | **Sector** |
| Pak Hero | Annual audit | Auto Industry |
| Eden Constructions (Pvt) Limited | Annual audit | Construction Industry |
| Pyrochem (Pvt.) Ltd | Annual audit | Chemical Industry |
| Pak Hero | Stock Count | Auto Industry |
| Bolan Manufacturing & Trading | Annual audit | Manufacturing & Trading Industry |
| Mansoor & Sons(CNG Stations) | Tax Consultancy | Oil & Gas Industry |
| Bolan Manufacturing & Trading | Half Year Review | Manufacturing & Trading Industry |
| Lahore Medical & Dental College | Annual audit | Health Care Industry |
| Doctors Hopital Lahore | Annual audit | Health Care Industry |

**Lecturer & Quality Assurance Executive** **June 2008 T0 December 2009**

***Experience with* Rise Group of Institute (Business & Finance Institute):**

During the job with the ‘Rise Group of Institute’ I was responsible for:

* Lecturer of CAT papers (T1, T3 & T6) Basic, Financial & Advanced Accounting Respectively
* Lecturer of ACCA papers (F3 & F7) Financial Accounting & Corporate Reporting Respectively
* Preparation of conceptual development practices (CDPs) for students as Quality Assurance Executive (QAE)
* Preparation Mock examination at the end of each session as QAE
* Preparation of review report of faculty members and student’s assessment report as QAE

**Computer Proficiency**

* Professionally worked on Oracle Financials AASMIS & Tally Accounting Software.
* Microsoft Word, Microsoft Excel, Microsoft Power Point.
* Various accounting and reporting packages including Oracle Financials during assignments

**languages**

Fluent in speaking and writing English, Urdu & Punjabi