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**Profile Summary:**

A highly capable accounts and finance professional with extensive experience of independently managing corporate accounts of manufacturing, trading / distribution concerns, Working capital management, financial reporting, budgeting and variance analysis, payroll management, audit, batch wise product costing and its comparison to previous costing through BMR, identifying opportunity cost and reduction of wastages, reconciliation of receivables, payables and banks on monthly basis to make sure accuracy and meeting all deadlines as well.

**Professional Qualification**

2009 MBA (Banking & Finance) - Allama Iqbal Open University, Islamabad

#### Academic Qualifications

2005 B.Com-IT - Govt. College of Commerce, Rawalpindi

2003 D.Com-IT - Govt. Commercial Training Institute, Rawalpindi

2001 SSC - Govt. High School Haripur (BISE Abbottabad)

**Professional Experiences**

**UniMark Pharmaceuticals Mar 2011 To Mar 2014**

UniMark is a medicine manufacturing & marketing concern and its strong presence in KPK (NWFP) Province. It started its business as an importer in 1997.

**Accounts Manager**

* To prepare financial statements i.e Balance Sheet, Profit & Loss Account and Statement of Cash flow.
* To ensure appropriate procedures and controls are in place for the timely recording of all business transactions in the books of accounts.
* Preparing, monitoring and variance analysis of expenditure budget and cash forecast statement.
* Oversee the production of monthly & quarterly reports, including financial statements, cash flow projections and marketing promotional budget.
* Oversee cash flow and ensure the availability of funds as needed.
* Income Tax, GST, Employees salaries tax deductions deposit with the consensus of tax advisor.
* Provide sufficient funds for timely retiring LC & Contracts (Imports).
* Independently acquired new software for the company to convert manual system into software financial accounting system and prepared specified point of time balance sheet after revaluation of assets with the consultation of procurement department.
* Costing of all running products under job order costing system.
* Took up the responsibility of collection of debts from more than 40 distributors throughout the country.
* Managing company vendors’ payment in accordance with the terms of credit.
* Preparation and disbursement of staff salaries.
* Prepare bank reconciliation statement and reconciliation of accounts receivables / payables as well.
* Supervision of finished goods store, raw material store, execution of daily orders, monitor mess expenses etc.

**Maan Gee Distributors Mar 2008 To Feb 2011**

A distribution & marketing network of pharmaceuticals & natural / herbal products throughout the country.

**Finance Manager**

* To prepare Financial Statements i.e. Balance sheet and Profit & Loss account.
* Cash flow control on ongoing basis and its forecasting and liquidity management for medium and long term commitments with regard to payments.
* Prepare expenditure budget particularly for branches and strictly advise them to manage the branch within the budgetary line with regard to expenses.
* Verifying vendors’ invoices which contain finished goods details and ensuring that the goods have been received in the Ware House and its recording in the Oracle and further processing for issuance of post dated cheques as per agreed terms of credit.
* To keep check on vendors’ outstanding amount that should not exceed the credit limit which have already been decided by the both parties.
* Submit all required documents to “Aamir Ahmed & Co. (Chartered Accountants) for “tax return file”.
* Prepare bank reconciliations statement on monthly and required basis and post all bank charges / WHT / FED to the concerned bank account to settle the difference.
* Reconciliation of ledgers / accounts receivables and payables on monthly and required basis.
* Handling of all bank related matters, i.e. online transfer / payment, cash deposit from different branches and new account opening etc.
* Preparation of salaries and timely dispatch to branches.
* Maintain Payroll sheet of almost 100 employees on regular basis with regard to employees’ attendance.
* Follow up the monthly / weekly deadlines and timely report to CEO.
* To prepare and update Job Description of promoted / new employees.
* To conduct branch audit “off and on” and as per requirement, e.g. (when branch key member resigned).
* All corporate correspondence and maintain up to date record of all business transactions.

**The City School (Pvt) Ltd**

**(Northern Regional Office, Islamabad) Mar 2007 To Feb 2008**

One of the leading Educational System in Pakistan, having more than 100 branches around the Asia and 45 branches in the northern region. This Organization is interconnected with Head Office through ERP.

**Accountant**

* To prepare bank reconciliation statement.
* To assist in the preparation of branches salaries.
* Process payments of suppliers and ensure tax deductions.
* To manage accounts receivable of branches.
* To generate fee challans of over 11000 students.
* To post all bimonthly fee challans in ERP system.
* To reconcile the head imprest data of branches.
* To deduct withholding tax on supplies and services.
* To verify the staff bills and make payment.
* Reconciliation, verification and aging of balances of all debtors and creditors.
* Timely and regular account analysis of suppliers and receivables.
* Final settlement of students’ security deposit.
* Prepare necessary Receipt, Payment and Journal Voucher.
* Liaisons with the branches with respect to timely dispatching of petty cash vouchers, fee deposits challans etc.
* To maintain all accounting records in order to provide financial data to management when required.

**Shaigan Pharmaceuticals (Pvt) Ltd. Jan 2006 To Feb 2007**

**Distribution Assistant**

SHAIGAN Pharmaceuticals (Pvt.) Ltd. is a rapidly growing medicine manufacturer and exporter with a strong presence in the northern region.

**Responsibilities**

* Distributors’ Accounts/Ledger reconciliation.
* To maintain the payment status of the distributors in the computer on daily basis.
* To coordinate with courier companies regarding stock deliveries, logistics and complaints.
* To manage the receivables of the company according to their terms & conditions.
* To maintain the record of “credit notes”.
* Doctors and distributors discount/bonus claims.
* To manage SRM (Stock return from market).
* Invoicing (including sales tax invoicing) and inventory control.
* Handling all distributors’ concerns like orders processing, stock dispatches, expiry issues, claims and correspondence.

**Significant Achievement**

Implementation of new customized software for the company. The software’s inputs are data entries and in hand opening balances of stocks, which are then processed to generate desired reports. Wrote the logic and data relationship sequences for software modules, such as Accounts, Sales and Inventory.

**Other Skills / Knowledge**

Has adequate exposure with regards to working in ERP E-business suite. Good command on Oracle (Accounts/Inventory/Sales) and Fox Pro accounting software. Have considerable skills over MS Office. Familiar with windows XP versions, LAN working environment and Networking etc.

**Project / MBA Thesis**

Thesis particularly included financial analysis of an organization. Present latest five years balance sheet and income statement in a single table form. In which horizontal and vertical analysis of balance sheets and income statements and analyze the trend of calculations. Ratio analysis with graphical representation of data for last five years. Competitors / peers comparison in term of total assets, liabilities, profitability etc.

**Personal Information**

Date of Birth : February 22, 1984

Marital Status : Married

Interests / Hobbies : Music, Cricket and Touring