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**OBJECTIVE**

A senior/mid-level management position with an established organization in the fields of **Financial Accounting. Moves effortlessly especially towards Financial Institution, Banking, FMCG, Audit Firms, Government / Semi Government, And Multinational Companies.**

**PROFESSIONAL SUMMARY**

A highly successful **Senior Accountant** professional regional and branch representative with more than 6 years of experience all around **Pakistan**. Skilled in all aspects of accounting, controlling banking operations, cash operations management, developing customer reports, resolving problems, risk and financial management. Invaluable experience in financial reporting & accounting covering a variety of industries from start-up business, to financial management & company closures. Demonstrated hands-on management style in the development & implementation of strategic plans to ensure company growth. Hands on experience of providing professional advice in strategic sectors such as financial reporting, Payroll, AR/AP, financial statements, taxation, auditing (internal & external), corporate finance & insolvency. Easy going by nature & able to work with all members of staff regarding finance issues to resolve problems. Proven ability to manage multiple assignments efficiently while meeting tight deadline schedules. Demonstrated success in streamlining existing operations, turning around unprofitable functions, & envisioning new concepts & future trends.

* **Liability & Cash Management**
* **Management Accounting & Resolution**
* **Managing Approval Activities**
* **Accounts Payable/Accounts Receivable**
* **Bank & Statement Reconciliations**
* **Operations & Financial management**
* **Reporting & MIS**
* **Asset Management**
* **Approving All Exceptions**
* **Cash Allocations/ Payroll Accounting**

**WORK HISTORY**

***Masood Pharmaceuticals,***

***Lahore, Pakistan***

**Senior Accountant Oct *2011 - Onwards***

Masood Pharmaceuticals is involved in the manufacturing and distribution of medicines.

* **Job Responsibilities:**
* Prepares and records asset, liability, revenue, and expenses entries by compiling and analyzing account information.
* Summarizes financial status by collecting information; preparing balance sheet, profit and loss, and other statements.
* Maintains and balances subsidiary accounts by verifying, allocating, posting, reconciling transactions; resolving discrepancies.
* Maintains general ledger by transferring subsidiary accounts; preparing a trial balance; reconciling entries.
* Avoids legal challenges by complying with legal requirements.
* Processing payments for all suppliers, according to due date, terms and conditions.

***SKB Company,***

***Lahore, Pakistan***

**Project Accountant *May 2009 – Sep 2011***

SKB is one of the renowned companies in Pakistan involved in the Engineering and Construction Business.

***PDH Pharmaceuticals Private Limited,***

***Lahore, Pakistan***

**Accountant Jul *2007 – Apr 2009***

PDH Pharmaceuticals is involved in the manufacturing and distribution of medicines.

**Key Responsibilities in Accounts & Finance**

Following are the responsibilities which I fulfilled during my 6+ years of experience:

* Reporting to Manager Finance and Accounts.
* Manage the day to day financial transactions of the company.
* Maintain book of accounts in a computerized environment.
* Prepare Monthly Bank Reconciliation Statements of all bank accounts and resolve any differences in a timely manner.
* Maintain the whole range of Accounts Payable, Receivable.
* Monthly preparation of reconciliation statements (inter Branch, bank, debtors and creditors).
* Prepare Payroll and Management Reports as and when required by the Management.
* Control petty cash; and prepare petty cash reconciliation.
* Ensure reconciliation of all sub ledgers & general ledger is performed on regular basis.
* Ensure General Ledger entries are accurate and are in line with Company Procedures.
* Prepare Payment voucher, Journal voucher, credit voucher, debit voucher.
* Pass Periodical adjustment Journal Entries monthly & Calculating Depreciation for each month.
* Managing independently Company’s employee advances.
* Responsible for all payments related to construction work of all projects.
* Supervision of book keeping activities through Accountants of multiple projects.
* Ensure accuracy of information contained in financial reports & their compliance with statutory requirements.
* Assisted in Internal Audit Reviews.
* Monitoring Fixed Assets Management System in coordination with Commercial Department.
* Assisting in implementing accounting / Financial / Administrative policies and procedures.
* Coordinated head office and associated companies in line for regular reconciliation of intercompany transactions.
* Stores Stock Taking.

**PROFESSIONAL QUALIFICATION**

* **Master of Business Administration (MBA – Finance),** University of Central Punjab, Lahore, Pakistan (2007)
* **Bachelors of Commerce (B.Com.), The University of Punjab, Lahore, Pakistan (2002)**

**COMPUTER SKILLS**

* Specially Designed Accounting Software.
* Well versed with MS Word, MS Advanced Excel, PowerPoint & Access
* Internet & Emails

**PERSONAL DETAILS:**

DOB: 1st Oct 1975 ♦ **Marital Status**: Married