

Shahid

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**Professional Profile**

Over 22 years of experience of operating budgets, Payroll, financial & cost analysis, reporting, accounting policies and procedure, cash flow, taxes, auditing, and business process improvements. Income Tax and sale tax audit, taxation matters, notices complies, assessments proceeding.

Over 10 years of Oracle database administration and software development using Developer tools to develop different accounting, inventory and HR modules, integrated systems to analyze and control all accounting system of company in a networking environment. Efficiently and effectively use of SAP Modules for Financial Accounting, Inventory and HR management.

**Summary of Qualifications**

* Certified Public Accountant (CPA) – Qualified ( Membership # M-805)
* MBA Finance - Year 2000-2002
* Oracle database administration & Application developer
* Microsoft Office : excellent using of Excel with financial modules
* Expert in Peachtree Accounting Software

**Professional Skill**

* Handle day to day Finance & Accounts of manufacturing company with distribution and retail outlets.
* Overall manage and supervise budgeting and cash flow.
* Finalization of Accounts up to Balance Sheet.
* Audit of Accounts for Management.
* Direct and control the financial policies and activities of the business.
* Manage and supervise Accounts Receivable and Sale Analyses, Payable and Purchase analyses.
* Manage Banking and treasury.
* Expertly manage and supervise Accounts in computer base environment using Peachtree, Quick Books accounting software in multi user networking environment.
* Analyze financial reports and take initiates for business process improvements
* Design and Develop complete Accounting software integrated with inventory control system using Oracle database and developer tools forms and reports.

**Experience:**

**Powerex Group of Companies (Pakistan-USA-UAE-UK) Apr- 2013 to Jan- 2014**

Director Finance & Admin

Manage and supervise Budgeting and forecasting of branches and units outside and inside country. Internal & External financial reporting, prepare budget including operating expense, capital expenditures, sales, margin, profitability, headcount, etc. Analyses the strengths, weaknesses. Opportunities, and Threats. Within these four areas, analyze the organization’s position relative to the competition and operational environments. Provide strategic analysis for decisions making. Conduct sales and marketing competitive analysis product wise and overall impact on business. Manage and supervise Corporate, Sales Tax and Income, Audit and Accounts matters. Human resource management relating to Production and administration.

**Gulf Central Company Limited (Riyadh – Saudi Arabia) May 2010 to Apr 2011**

**Chief Accountant**

* Manage and supervise Accounts independently in computer base environment
* Scrutiny of Vouchers, checking of ledgers and ensuring updating all the transaction
* Obtain and maintain a thorough understanding of the financial & Cost reporting
* Finalization of Accounts for the Management
* Conduct and finalize audit form chartered accountant firm.
* Finalization and Submission of Zakat and Income Tax returns
* Verifications and reconciliation of Receivables & Payables with customers and vendors
* Manage and control Cash Flow, Budgeting and Costing , Letter of Credit
* Dealing with banks for opening L/C , clearing of documents
* Manage and supervise day to day business activities.

**M.S.Reshmatex Limited, Raiwind Road, Lahore – Pakistan Sep 2000 to Apr 2013**

Senior Manager Accounts and taxation **Re-joined May 2011**

* Manage and supervise Accounts in computer base environment
* Finalization of Accounts for Management
* Conduct and finalize audit form chartered accountant firm and ensure timely yearend audit.
* .Submission of Income Tax returns / Sales Tax returns.
* Manage and supervise Accounts Receivables & Payables
* Manage and control Cash Flow, Budgeting, and Costing
* Manage and supervise day to day business activities.
* Monitors and analyzes department work to develop more efficient procedures and use of resources while maintaining a high level of accuracy.
* Supervise the general ledger group to ensure all financial reporting deadlines are met.
* Development and implementation of new procedures and features to enhance the workflow of the department.

**Royal Textile Mills Limited, Peshawar, NWFP Sep 1999 to Aug 2000**

Manager Accounts

* Manage and supervise Accounts in computer base environment
* Finalization of Accounts for Management
* Filing of Income Tax return and Sales Tax Returns
* Conduct and finalize audit form chartered accountant firm
* Manage and supervise Accounts Receivables/Payables/Cash Flow/Budgeting/Costing
* Manage and supervise day to day transaction in computer base environment.

**Masood Rouf & Co. Auditors, Tax consultant Jan 1993 to Jun 1999**

Manager Tax and Software Consultant

* Installation, Implementation, of Accounting Software based on double entry accounting system fully integrated with inventory control system as per requirement of the Clients.
* Staff Training and solving day to day problems of different clients which they face during running of software and database management.
* Deals Income Tax and Sales tax matters of different clients.
* Preparation of Accounts, submitting of returns of clients

**Adil Beverage Company – Manufacturer of Coca Fanta Sprite Jan 1987 to Jun 1992**

Manager Tax and Software Consultant

* Manage Accounts in computer base environment
* Manage and supervise day to day transaction in computer base environment.
* Preparation of Financial Accounts and Cost analysis reports on monthly basis.
* Preparation of Final accounts for Tax purpose.
* Submitting sales tax and Income Tax returns.