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Objective

Seeking Employment as a Management Accountant giving me a platform to develop, implement and enhance my technical and analytical skills, for the growth of the organization along with the support for my future plans as well, which will definitely be supplemented by hard work and sincere dedication.

Professional Qualification

Institute of Cost and Management Accountant of Pakistan (ICMAP) Karachi: 2014 – Present

Exempted for first three Modules. (9 Courses)

Enrolled in 4th module

|  |
| --- |
| 1. Management Accounting Cleared |

Education and Qualification

Bahria University - Karachi

Master’s in Business Administration (MBA)Majors - FINANCE CGPA 3.43 Karachi: 2011-2012

Bachelors in Business Administration (BBA) Majors - FINANCE CGPA 3.53 Karachi: 2007-2011

D.A. Public School A-Levels (Cambridge International Exams) Karachi: 2004-2006

St. Michael’s Convent School O-Levels (Cambridge International Exams) Karachi: 1993-2004

Professional Experience

Pak-Arab Refinery Limited (PARCO)

Appointed as a MANAGEMENT TRAINEE OFFICER (MTO) May 2013 – May 2014

* Appointed in Finance and Accounting Department - MIS Section
* Training in Fixed Assets, Budgeting & Reporting and Bank Reconciliations section.

Permanently posted as an ACCOUNTANT III May 2014 – Present

Functional Title – FIXED ASSETS ANALYST and BANK RECONCILIATION

Additional Role – Integrated Management System (IMS) Representative for Finance Department.

FIXED ASSETS

PARCO – PAR ARAB REFINERY LIMITED and PAPCO – PAK ARAB PIPELINE COMPANY

* Proper monitoring of fixed assets pertaining to PARCO and PAPCO (Subsidiary Company)
* SAP system – FICO module and ORACLE for PAPCO
* Learned Asset Indentation Process and the roles played by the Finance Department
* Keeping proper trail of assets pertaining to PARCO and PAPCO both in system and paper work.
* Maintaining and Monitoring of Annual CAPEX Budget in SAP for PARCO and Manually in Excel Sheet for PAPCO.
* Creating and Updating Asset Under Construction (AUC) and CWIP Assets
* Appropriation of Purchase Requisitions and Bid Evaluation Summaries as per CAPEX Budget
* Continuous follow up with Materials Department for documents pertaining to assets or services procured being reflected in SAP and ORACLE
* Capitalization of newly indented assets and Cost Adjustments on AUC or CWIP assets
* Making sure that all cost on AUC in SAP is settled on the Master Asset
* Making sure that any entry being reflected in Fixed Assets Clearing Account is appropriately settled.
* Sending Monthly CAPEX status to the users
* Maintaining, Updating and Preparing CAPEX report for CEO of PAPCO and for Board Meetings.
* Making JVs in ORACLE system
* Issuing Fixed Assets Code Advice (FACA) and Fixed Assets Tag.
* Issuing Revenue Assets Code Advice (RACA) and Revenue Assets Tag.
* Making sure that the Tag is affixed appropriately on the relevant asset
* Monthly Post-Closing Activities like issuing FACA and FATA Memo for replaced and transferred assets respectively
* Guiding the users and making sure that a Fixed Assets Transfer Advice is raised when the asset is transferred
* Informing the supervisor about the assets on which Unplanned Depreciation is to be posted.
* Interdependence within department and with other departments

BANK RECONCILIATIONS

* + Obtaining daily, semi-monthly and monthly bank statements from the Banking Department
  + Entering the Bank Statements in SAP and performing reconciliations for more than 50 Operative bank accounts.
  + Appropriately marking auto codes to interbank transactions for auto reconciliation.
  + Proper analysis for difference appearing in Interbank Trial Balance and taking appropriate actions.
  + Properly identifying and analyzing the transactions to be reversed at month end.
  + Manually reconciling the line items without auto codes.
  + The difference in manual reconciliation of US Dollar transactions.
  + Daily correspondence and reporting with banking section for unreconciled transactions.
  + Monthly Closing of bank reconciliation and generating reconciled reports.
  + Analyzing the reconciliation reports for the difference appearing in GL and bank line items.

BUDGETING AND REPORTING

* + Preparation of financial reports for the upper management annual financial accounts.
  + Controlling Monthly and Annual budget.
  + Transferring budget as per need and request
  + Preparing monthly MIS reports (Format created to save time, energy and bring uniformity)
  + Continuous monitoring of the annual budget
  + Prepared 6 years at a glance financial figures for the Annual Report 2013 and 2014
  + Prepared an Analysis for past 14 years of PARCO financial performance (Detailed Analysis Report)
  + Ensuring and assisting in carrying external audit of accounts and consolidation of audited schedules
  + Analysis for the change in electricity expenses with the new tariff reforms
  + Created a MACRO for Budget forms (Saved time, energy and cost incurred to the organization)

IMS

* Updating SOPs of the Finance department as per Company IMS Policy and Procedures.
* Making sure that the SOPs are followed by every individual and no deviance occurs
* Making sure that employees Job Description (JDs) is up to date.
* Follow up with employees for an up to date JD in case of any switch in responsibilities.
* Proper documentation is being done of the important documents
* Assisting the Audit Team with their Internal Audit
* Reporting of near miss incidents and analyzing the causes for any accidents that may occur

Bank Al-Habib September 2012 – May 2013

Appointed as a MANAGEMENT TRAINEE OFFICER (MTO)

* As a Management Trainee I got through a vigorous 6 months training program which includes theoretical knowledge with proper examinations, for our permanent employment, along with On-Job Training on periodical basis.
* The training was set out in a manner so as to carve out the future bankers from the candidates in order to help sustain the organization in its near future growth.
* Thus, we are being trained in almost all the aspects of the General Banking which are mentioned below.

Permanent posting in the RISK MANAGEMENT DIVISION

* Monitoring adequacy of the banks liquidity position
* Monitoring Cash Reserve Requirement and Statutory Liquidity Ratio of the Bank
* Monitoring the foreign exposure of the bank and making sure it is within the limit assigned by State Bank of Pakistan (SBP) and the Bank
* Monitoring day to day activities of Treasury and Dealers (Including Bahrain Branch) and report exception if any.
* Monitoring that equity exposure of the bank is within the limit assigned by SBP and the Bank
* Preparing monthly presentation for Asset Liability Management Committee in line with liquidity risk policy of the bank.
* Preparing weekly report of bank's investment in Equities and Mutual Funds.
* Preparing daily reports of Key Data being submitted to the General Manager of Risk Management Division.

United Bank Limited (UBL) July 2012 - August 2012 (8 Weeks)

Appointed as an Intern at Head Office in Marketing Department – Retailing Banking Group Cash Management Division

* Learned about, PAY PARTNER and CASH COLECT, the 2 products that cash management is dealing with; the structure of the products and the associated features that are being offered.
* Learned about the “UniBank” and “SYMBOLS” systems structure under which the bank operates.
* The division facilitating their clients’ cash management requirements.
* How the cash management division is integrated with other divisions and departments.
* Performed a COMPSCAN on the UBL Cash Management products with the similar products that other banks are offering and making a report of how we can develop the product to better address the needs of our clients’.
* Carried out a Research and prepared a report on the feasibility for a new product that UBL newly opened division “Employee Banking” was coming up with.

Aman Foundation (Local, Self-Funded and a Not for Profit Trust) June 2011 – Sept 2011 (3 Months)

Appointed at Aman Tech Project

* Internee at Procurement Department (SCM)
* Assisted my team in the implementation of Microsoft Dynamics ERP system.
* Identify the problems in the ERP system and to come up with proper solutions that coincide with their current system.
* Assist the management in preparing the Purchase Order on the new format as per ERP requirement.
* Preparing official documents related to the Procurement Department and getting them approved as per the approved channel.
* Handling and processing the Purchase Requisition.
* Preparing Request for Quote and contacting vendors for their respective quotes.
* Preparing Analysis of Quotes and getting it approved.
* Preparing Purchase Orders.
* Preparing consolidated month wise reports on the current manual system.

Glaxo SmithKline (GSK). Pharmaceutical Company July 2009 – August 2009 (6 weeks)

Internee at Industrial Relations Department (Human Resource)

Royal Bank of Scotland (RBS) formerly ABN AMRO Bank July 2008 – August 2008 (6 weeks)

Head Office of Islamic Branch

Internee at Royal Preferred Banking Commercial Assets Department.

Professional Assignments / Achievements

Creation of Evaluation Groups in SAP

* Introduced and created 4 Evaluation Groups for Fixed Assets categorized in Motor Vehicles group
* Introduced and created 3 Evaluation Groups for Fixed Assets categorized in Equipment’s group
  + - * Management Reports can be extracted and prepared immediately
      * More accurate reports can be presented

Concept of Revenue Assets Tagging

* Introduced the concept of Revenue Assets Code Advice and Tagging
  + - * It was implemented so as to identify the assets immediately
      * Ease in Conducting Physical Verification of Assets
      * It will reduce Issues raised in future Audits by the Internal Auditors of the Company.

Financial Statement Analysis Report

* Prepared an Analysis of financial statements for past 14 Years.
  + - * Vertical and Horizontal Analysis along with various ratios
      * Movement over the years
      * Selective year views using Developer and their analysis

Management Report Format

* Prepared a standard management report format used monthly for reporting purposes
  + - * Reporting financial performance of the company
      * Saves time in preparing the report at month end
      * Consistency in reporting financial information

Computer and Other Skills

SAP – User Module  
Hands on experience with the FICO and PS module

ORACLE

Using Accounts Payable, Fixed Assets and GL Modules

Others

Excellence in using Ms Excel, Ms Word and Ms Power Point.

Excellence in creating MACROS.

Intermediate usage of Visual Basic