**NAIMAT**

[**NAIMAT.250290@2freemail.com**](mailto:NAIMAT.250290@2freemail.com)

**Dear Sir/Madam**,

This letter is to introduce myself for a potential position in your respected organization. My diversified and in-depth professional work experience supplemented with professional and academic studies (as detailed in my resume) has enabled me to present me as potential candidate forthis positionwithin your organization.

Working with chartered accountant firms and industry allowed me the opportunity of being involved in many statutory audits / reviews & agreed upon procedures and special nature advisory assignments. Having worked at mid level I have had exposure of wide spectrum of clients, and have developed comprehensive view of key business processes, risk management procedures, accounting and internal control system, corporate governance and regulatory framework for range of industries. This experience not enriched me professionally but also equipped me with traits needed to deal with different situation in an innovative, efficient and effective manner.

My professional qualification has led to development of my analytical abilities and enabled me to provide value added services to the current and previous job roles. My performance over the year is representative of my determination and goal oriented attitude – all of which are essential constituents of the position I hold today. I now look forward to a career opportunity that is commensurate with my qualification and can provide me competitive work environment coupled with the opportunity of career growth in the organization. Please find my resume which further explains my skills and experience.

****I would welcome the opportunity to discuss with you personally, how my qualification and skills may be of benefit to your organization.

**NAIMAT**

**Core Competencies**

|  |  |  |
| --- | --- | --- |
| * Financial Statements | * Financial Analysis | * Tax Compliance |
| * General Ledger Ownership | * Working Capital Analysis | * SECP Compliance |
| * Budget Preparation | * Commercial Bargain | * Internal Audit |

**Work Experience**

**Organization:** **Master Textile Mills Limited**  **(Jan 2014 to Date)**

Organization Type: Manufacturer/ Exporter of Textile Products

Designation: **Deputy Manager Accounts & Finance**

Brief Job Description:

* **Support Financial Control and Compliance**
* Prepare and maintain company’s financial records and provide advice on data processing and handling.
* Prepare / manage / Review statutory financial statements.
* Preparation of estimations, projections, trend analysis, scenario planning and other management information required for business planning.
* Consolidation and analysis of financial data, focusing on level of expenditure. Managing budget profiling versus actual. Review and analysis of variances on periodic basis.
* Manage timely processing of payments and receipts in **Oracle AP/AR modules** in accordance with contracts / agreements.
* Quality assurance and spot checks to ensure 100% accuracy of financial data and expenditure.
* Check all journals on oracle for payment and receipt, check petty cash prior to reimbursement, check invoices to payment and escalate issues observed.
* **Budget Management**
* Preparation of expenditure budget (General & Production). Lead the planning of office cost and introducing cost efficiencies as appropriate.
* **Procurement**
* Assistance on procurement for production in accordance with company’s rules and regulations.
* **Tax**
* Preparation and review of company’s tax return and other taxation matters.
* **Corporate affairs**
* Manage submission of company’s annual returns /statutory books and fillings / handling SECP documents.
* Prepares and circulate agenda, presentation, resolutions for board meetings and follow up on implementations items.
* **Line Management and Staff Training**
* Manage staff in accordance with company’s staff management and staff development rules.
* Provide training to new staff and routinely for existing staff on financial issues, procedures and standards.

**Organization: Ernst & Young Chartered Accountants (Oct 2013 – Dec 2013)**

Organization Type: Accountancy / Business Advisory

Designation: **Supervisor Business & Commercial Advisory**

Brief Job Description: While working with **ENGRO FOODS** (client), on behalf of Ernst & Young, I have been involved in creating value for client through following tasks:

* Compilation of financial/commercial data and daily/weekly/monthly financial/commercial reporting to head office.
* Preparation of monthly purchase budget and coordination with finance and production team to achieve working capital efficiency.
* Involve in purchase deals on client’s behalf and make purchasing decisions in terms of price, quality, supplier terms and other parameter provided by buyer.
* Authorization of payments to supplier ensuring all necessary documentation / requirements has been met.
* Management of payables to suppliers ensuring timely payments as this is critical success factor of client’s industry.
* Management of stock in warehouse and open yards ensuring lesser wastage and obsolescence by physical visits and reconciliation of stock purchase against dispatched. Achieved 100% benchmark for minimum stock wastage level.
* Productivity improvement by management of labor resources for stock handling, achieved 45% reduction in labor turnover.
* Coordinating with production team to develop flexible material procurement plan to optimize the working capital efficiencies and production cycle.
* Management and coordination with logistic providers to ensure smooth and timely movement of stock.
* Management of health and safety issues at site and warehouse and achieved goal of zero incidents.
* Market visit on planned time to get knowledge of latest trends and purchase intelligence to stay on top.

**Organization: Maqbool Haroon Shahid Safdar & Co. (Mar 2010 – Feb 2013)**

Organization Type: Accountancy / Business Advisory

Designation: **Senior Audit & Assurance**

Brief Job Description:

* Planning resources for assignments.
* Planning and executing audit assignments in accordance with International Standards on Auditing (ISA).
* Evaluation and understanding of Accounting and Internal Control Systems, and providing recommendations for improvement therein in the form of deliverables like management letter.
* Preparation of financial statements in accordance with International Financial Reporting Standards (IFRS).
* Ensuring compliance with relevant local laws
* Managing time throughout the course of engagements to ensure timely and efficient completion of all critical testing areas.
* Delegation of work to staff members according to their skills and competency level.
* Supervision and review of work carried out by staff members.

**Academic Summary**

Professional Certification : **ACA** (Result Awaiting)

**ACCA** 2010

Education : B.Sc 2005

**Remarkable Achievement and Awards**

* Received Best Commercial officer Award at Engro Foods. (2013)
* System change management to **Oracle** at Master Group of Industries (2014)

**Personal Information**

* Marital Status **:** Married
* Language Competency **:** English, Urdu, Punjabi, Basic Arabic
* Country Visited **:** UAE