**Muhammad**

[**Muhammad.291479@2freemail.com**](mailto:Muhammad.291479@2freemail.com)

# INTRODUCTION:

I am an adaptable, resourceful and enthusiastic Finance Professional. I have extensive experience for preparing, monitoring and reconciling a company’s annual and periodic financial statements and coordinate with external auditors and internal auditors to address their queries.

In addition to the above, I have four years training experience with Deloitte Pakistan (M.Yousuf Adil Saleem & Co., Chartered Accountants).

I am a team player, and I am involved in allocating resources to resolve, analyze and investigate various accounting discrepancies.

Now looking to successful career by working in the finance department for an ambitious and expanding company.

# EXPERTIES:

* *Financial Reporting*
* *Taxation*
* *External Audit,*
* *Dealing with Internal auditors and other statutory assignments.*
* *Reconciliations, fixed assets register, Prepayments and Accruals.*
* *Cash flow management.*

# Work Experience (Summary)

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| Organization/Firm | Designation | Responsibilities | From | To |
|  | **Manager-Finance** | Financial Reporting and taxation coordinate with auditors. | Jan  2012 | Dec  2013 |
| **Deputy Manager-Finance** | Financial Reporting and taxation coordinate with auditors. | Jan  2011 | Dec  2011 |
| **Assistant Manager-Finance** | Financial accounting, reconciliations, reporting and coordinate with auditors. | Jan  2009 | Dec  2010 |
| **Senior Accountant.** | Financial accounting, GL and entries, reconciliations, reporting. | June  2008 | Dec  2008 |
| M. Yousuf Adil Saleem & Co., Chartered Accountants, (Deloitte Pakistan), is a member of Deloitte Touché Tohmatsu Limited | **Appointed Junior level auditor and continue till article ship completed as a Senior/supervisor Auditor** | External audits.  Half yearly reviews.  Internal audit and agreed upon procedures.  Due diligence assignment.  Practice review etc. | Oct 2003 | March 2008 |

# Work Experience Detail

### **Dawood Family Takaful Limited**

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| * + Preparation of Financial statement (quarterly and annually) reports for CFO and VP Finance.   + Finalization of company’s income tax return.   + Coordinate with tax advisor regarding matters related with FBR.   + Filling of withholding tax return and advance tax payments for tax advisor.   + Preparation of Quarterly returns for submission in Securities and Exchange Commission of Pakistan.   + Review and finalization of Trial Balance and General Ledger.   + Month end schedules of *“Investment Income”, “Accruals Summary”, “Fixed Assets”, “Capital Work in Progress”* and *“Advances Paid”*.   + Review Monthly Bank reconciliations.   + Review daily fund position and its management.   + Supervising and reviewing work.   + Timely coordination with the branch officers.   + Head office directions and other correspondence with branch officer.   + Coordination with external auditor on year ended audit.   + Finalized accounts on the basis of IFRS and SECP regulations for auditor.   + Coordination with internal auditors on quarterly basis and resolve the observations.   + Closing year ended Trial balances.   **Accounting system implementation and development:**  Co-ordinate with IT department to maintain chart of accounts (Shareholder Fund, Statutory Fund and PIF) and prepare automated general entries with respect toprocessof collection, process of business (PTF, PIF, Wakala), agency (Commission entries), Claims, withdrawals and surrenders. Maintain and develop business reports as permanagement requirements. |

**Deloitte Yousuf Adil Chartered Accountants**

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| During my tenure with the firm, I have been involved in various statutory audits, review engagements, internal audits, agreed upon procedures and due diligence of clients.  Worked as Audit Senior in the multicultural and professional environment of Deloitte – Dammam and Deloitte – Jeddah under Global Development Program of Deloitte, from May 2006 to July 2006 and from November 2006 to March 2007 respectively, applying the latest audit practices and methodology in a fully computerized environment |

# Professional & Academic Education

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| --- | --- | --- | --- |
| Certification / Degree | Institution / University | Specialization | Certification  Year |
|  |  |  |  |
| **ACMA**. | ICMA Pakistan | Management Accounting, | 2013 |
| **APFA** | Pakistan institute of Public Finance Accountants. | Financial Accounting & Reporting | 2012 |
|  |  |  |  |
| **ACCA (9 papers out of 14)** | ACCA | Financial reporting, Audit & assurance | 2015 |
| **CA Intermediate** | CA Pakistan | Financial reporting, Audit & assurance | 2008 |
| **MA Economics** | University of Karachi | Economics | 2002 |
| **B.Com** | University of Karachi | Commerce | 2000 |

# Software Skills

* Word Processing (MS Word)
* Soft Presentation (MS Power point)
* Spread Sheet (MS Excel)
* Peachtree accounting software
* Oracle Financial.

# Professional Development

* Seminar on International Standards on Auditing and audit approach and methodologies by Deloitte
* Workshop on Learning IFRS by Deloitte.
* Seminar on Islamic funds and investments.
* Post Budget seminars by Deloitte/CA Pakistan/ICMA Pakistan. .
* Workshop on Managerial concepts and attending Management meetings.

*Note: References will be furnished upon request*