**MAQBOOL** CPA, APFA, B.Com

**MAQBOOL.304313@2freemail.com**

**Respected Sir/Madam,**

My extensive qualifications as a professional accountant will enable me a valuable addition in your organisation. My approximately 12 years and 06 months extensive experience in Finance, Accounts, Internal Audit & NBFC will be a contributory factor towards the achievement of organizational profitability goals and my personal career objectives.

**The extracts from my entire background are given below:**

**VISA STATUS: Employment**

**EDUCATION:**

* **CPA,** The Institute of Certified Public Accountants of Pakistan.
* **APFA,** Pakistan Institue of Public Finance Accountants.
* **Graduation in Commerce,** Punjab University of Pakistan.

**PROFESSIONAL EXPERIENCE (Total Experience 12 Years 06 Months):**

* **2 years and 06 Months in UAE as an Accountant** for Foodstuff Trading and Vechiles Repairing Companies.
* **2 Years in Pakistan as an Asstt.Manager Accounts** in an Pesticide Sector(Agrolix Chemicals).
* **2 Years in Pakistan as an Accountant** in a big Sugar Industrial Unit.
* **6 Years in Pakistan as Service Representative** in Non Banking Financial Institution (NBFC).

**ACHIEVEMENTS:**

* **Eastablishment of Accouts Department &** Implementation **of ERP**(Customized)ofall Modules**.**
* **Reconcilliation** of Approximate 3,000 Suppliers in a big industrial Unit**.**
* **Independent Administration and marketing function** of vast area based branch of NBFC.

**ACCOUNTING SOFTWARES:**

* **All Modules of ERP {**Customized, A product of computer informatin system}**.**
* **Tally ERP 9.**
* **Customised Stand Alone All Modules.**
* **Peachtree/Sage 50 accounting**
* **Excellent grip over Microsoft Office.**

**SKILLS & STRENGHTS**

* Complete supervision and Control of ERP software.
* Daily Cash, Sales, Purchase & bank operations.
* Book Keeping & Finalisation of Finalcial Statements.
* Daily MIS Reporting & Financial Management
* Payroll Management and WPS Management.
* Inventory &Warehouse Management
* Fixed Assets Management
* Financing Facilities,LC,TR, Discounting Instruments.
* Taxation Mangement & Laws Compliances.
* Financial Analysis, Budgeting and Forecasting Skills.
* Preparing Data for audits (Internal,Statutory,Tax).
* Account Receivables & Payables Management..
* Pruduct Information Management & Costing.
* Import, Export Documentation, Invoicing.

Kindly, consider my CV for a suitable position in Finance and Accounts department.

Thanking you

Maqbool Ahmed Fathe Muhammad

CURRICULUM VITAE

**CAREER OBJECTIVE:**

To engage in a career that will support me for progress in terms of professional experities, socio-economic development & innovation through exposure to new ideas for professional growth as well as growth of the company through the use of my 12 years 06 Months experience obtained during management of accounts and finance operations and Compliances with taxation, legal and other regulatory issues.

**EDUCATION HISTORY:**

|  |  |  |  |
| --- | --- | --- | --- |
| **DEGREE** | **INSTITUTUION** | **YEAR** | **MAJOR SUBJECTS** |
| Certified Public Accountant | ICPAP,Pak | 2015 | i)Financial & Corporate Accounting ii)Cost & Management Accountingiii)Financial Reporting &MISiv)Advanced taxationv)Advanced Auditing & Assurancevi)Corporate Laws  |
| Public Finance Accountant | PIPFA, Pak | 2013 |
| Graduation (Commerce) | PunjabUniversity, Pak | 2001 |
| PGD(Accounting & IT) | ICMAP & SDC , Pak  | 2003-05 |
| Inter in Humanities Group | BISE, FSBD, Pak | 1996 |

**PROFESSIONAL WORK EXPERIENCE:**

|  |  |  |  |
| --- | --- | --- | --- |
| **DESIGNATION** | **ORGANISATION** | **LOCATION** | **YEARS** |
| Accountant | Top Cars Vehicles Repairing LLC | Dubai,Uae | Feb,2016 to Date |
| Accountant | Zafar & Riaz General Trading LLC | Dubai, Uae | 2 Years |
| Asstt.Manager Accounts & Finance | Agrolix Chemicals Pvt. Limited | Bahawalpur, pak | 2 Years  |
| Accountant | Adam Sugar Mills Limited | Karachi, Pak. | 2 Years |
| Asstt. Branch Manager | House Building Finance Corporation Ltd. | Karachi, Pak. | 6 years |

**ACCOUNTING SOFTWARES PACKAGES AT A GLANCE:**

* **All Modules of ERP** (A Product of CIS)including sales, purchase, inv, A/R, A.P &payroll
* **Tally ERP 9.**
* **Peachtree/Sage 50 Accounting**
* **Customised Stand Alone All Modules.**
* **Excellant grip over Microsoft Office**
* **Plexus(HBFCL On line database management sytem)**

**PROFESSIONAL WORK EXPERIENCE: 12 YEARS 06 MONTHS**

* ***JOB DESCRIPTION AND RESPONSIBILTIES AS AN ACCOUNTANT:***
* *The Roles* ***&*** *Responsibilities as an* ***Accountant*** *for 06 years and 06 months are mentioned under***:**

**DAILY MIS REPORTING & OPERATIONS MANAGEMENT:**

* Supervision and some times execution of Finance, Accounts & Administration department activities.
* Cross checking of Daily Finance and other Operations related Reports and submition to Management.
* Monthly, Quarterly and annual reporting to management for Gross Profit & Net Profit Analysis.
* Monthly and Calendar year Budgeting for setting Profit and Revenue Targets.
* Standard Set of MIS reports, Payment & Receipt commitments, Sales, Aging & Inventory Reporting.
* Supervising Accounting Team, Compliance of Polices & Procedures, Controls and SOPs.
* Managing fund for the daily operation.

**FINANCIAL STATEMENTS, BUDGETING, FORCASTINGS, AUDITS & INTERNAL CONTROLS:**

* Scheduling & Finalization of financial statements.
* Preparation of Monthly, Quarterly, Half-Yearly, Annual Financial Statements.
* Implementation and monitoring of approved internal controls.
* Preparation of Cost of Production Reports for Cost Auditors and Regulatory Authorities.

**BANKING OPERATIONS & LOANING FACILITY:**

* Coordination with bankers for Trust Receipts, Overdraft facilities & Cheques Discounting.
* Preparation of Funds Requirement from time to time for future commitments.
* Documentation for banks for sanctioning of business loans & Credit Facilities.
* Monitor Accounts Payable & assuring payments under TR's & as per commitments.
* Managing Cash Inflow/Outflow for the identification of surplus funds for the information of top management to utilize surplus funds for planning of long term objectives related to critical business decisions.

**GENERAL LEDGER:**

* Designing & Implementation of sector specific Chart of Account.
* Checking of all types of financial transactions & operational reports.
* Monitoring & preparation of Month/Year End Provisions, Adjustments, Accruals, Settlements.

**ACCOUNTS RECEIVABLES & PAYABLES MANAGEMENT:**

* Monitoring Receivables, getting Cheque Discounting & Complying collections.
* Issue Debit / Credit Notes to Customers & Suppliers & Reconciliations of Accounts.
* Continuous monitoring of all expenditures related to vendors & customers for cost control.
* Analyzing credit limit & discussion with Sales Team for recommendation to credit management.
* The performance of Aging Analysis of Receivables & Payables and executing the follow up procedures.
* Controlling customers collection process.
* Monitorring Revenue collections and stream lining the dispatch procedure of Finished Goods.

**WARE HOUSE MANAGEMENT:**

* Inventories Valuations (Stock & Stores), Periodic Physical Inspection, Stock Reports.
* Monitoring of Pre-Season purchasing documentation of Process Materials.
* Monitoring of Pre-Season purchasing documentation for Plant & Machinery maintenance.
* Monitoring of Reconciliation activities for stock ware house.

**HUMAN RESOURCING, ADMINISTRATION & PAY ROLL MANAGEMENT:**

* Review of attendance history & over all behaviour of staff towards work.
* Designing & Implementation of Job Description for every designation of the organisation.
* The staff Ranking as per their performance for annual increments and promotions.
* The coordination with PRO for completion of Staff visa processes.
* Supervision of monthly pay Roll of all departments, Loan deductions and salary processing through WPS (Wages Protection System).

**FIXED ASSETS MANAGEMENT:**

* Designing of Fixed Assets Register as per Technical Release or Local Laws.
* The allocation of fixed assets to proper cost centres.

**VEHICLES MANAGEMENT SYSTEM:**

* Investigating the stock diferrences during deliveries process.
* The verification fuel & labor bills linked with delivey vehicle.

**PROCUREMENT & SOURCING:**

* Supporting Sales & Purchase team for qoutation preparation & review for diferrent expenses.
* Analyzing products purchase pricing to identify vendors with good price benefits.

**TAXATION, SECERATERIAL & COORPORATE MATTERS:**

* Preparation of Sales Tax Return, Federal Excise Duty Return, Income Tax Return & their Reconcilliations. of different liabilities w.r.t. duties, sales and income taxes.
* Liasioning with financial and cost Auditors, Income Tax and Sales Tax authorities.
* Coordinating with legal adviser and providing necessary documents for legal matters/cases..
* Ensuring compliance related to preparing, maintenance and filling necessary forms, registers, reports and returns as required under the Companies Ordinace 1984, Company’ rules 1985 & others and Code of Corporate Governance.
* Supervision of record preparation in accordance to requirement of various audits. E.g. Statutory Audit, Cost Audit, Income Tax Audit, Sales Tax Audit & other audits as per Federal & Provincial Governments audit requirement.

**FIANCING AND MARKETING:-**

*The detail of 06 years experience in* ***NBFC*** *is following.*

**DESIGNATION: BRANCH & SERVICE REPRESENTATIVE** (From March 2004 to January 2010)

**ORGANIZATION:** HOUSE BUILDING FINANCE CORPORATION. (Home Construction, Renovation Financing)

**ROLES AND REPONSIBILITIES:**

* Marketing HBFCL(A NBFC) financial products using different Medias like electronic media, print media, personal relations, brouchers.
* Responsibility for recovery and reconciliation of investment processed though my office.
* Prepare market assessment and evaluation reports of all potential areas and pinpoint negative areas.
* Assist and guide customers in submission and processing of their investment applications including completion of documents and other formalities for obtaining HBFCL investment.
* Verify the geniuses of documents issued by various departments / authorities to ensure that once the loan is approved, the case is not declined due to a defect in any of these documents.
* To prepare various documents required for the mortgage and redemption of a proper

