**Muhammad**

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**Professional/Career Competence Summary**

Ambitious, dedicated and disciplined accounts and finance person having more than 15 years of experience, include 13 years alone in gulf. Can able to utilizes a proactive approach to overcome hindrances. Compassionate team leader, mentor and coach, encourages personal and professional growth for all to succeed. Consensus builder, encourages open and frank dialogue, engages multiple stakeholders in consistently achieving results. Admirable capacity to improve and maximize overall business and finance function integration through effective communication processes. Innovator with creative skills and experiences to improve overall business processes. Experienced in keeping the records of daily financial transactions and analyzing the financial aspects of organization.

**Core business competencies include**:

|  |  |  |
| --- | --- | --- |
| - Executive Leadership | - Expense Planning & Control |  |
| - Account Reconciliation | - Budget Preparation |  |
| - Office Management | - Assets Management |  |
| - Payables & Receivables | - Cash Management. |  |

**PROFESSIONAL EXPERIENCE**

**Al Manzil Electronics Trading DMCC. Dubai, UAE** 2006 – Oct 2016

 Company deals in import and exports of 8 brands (Panasonic, Sharp, JVC, Ariston, Frigidaire, Zamil & Cool line and their own brand Shownic) of consumer electronics goods and home appliance to Iraq region and having a more then 300 agents network throughout the country. Company enjoys all branding rights in the country.

As an **Accounts Manager** my responsibilities include:

* Cash flow management and forecasting.
* Overseeing the accounts and books of the company.
* Responsible for internal and financial controls in accordance with company policies.
* Ensuring accurate and timely recording and documentation of accounting and financial transactions.
* Establishing and managing formal monthly closing.
* Reviewing and approving expenses, cash transactions, etc. against approved budget.
* Supervised and **organized a team of 3 associates** to resolve problems and achieve reporting deadlines.
* Preparation of monthly, Quarterly and Yearly management reports.
* Liaising with Auditors, for timely and smooth completion of the final audit.
* Liaising with banks.
* Controlling the proper utilization of Banks facilities.
* Handling the import and export documentation for issuing the letter of credits(LC’s) and letter of Guarantee’s (LG’s) to our suppliers and customers.
* Assist to the Finance Manager for the company’s system of accounting and budgeting controls, including policies, procedures, programs, and practices that may be necessary for the effective operation of the system.
* Reconciling the inter-branches accounts.
* Preparing Branches Financial Reports to Finance Manager for Consolidation.
* Preparing MIS reports for sales and revenue (Branch wise, Brand wise for each items) to management for their timely decisions.
* Managing and maintaining (Issuance/renewal)company’s insurance policies (For Staff Medical, Stocks, Properties, LC’s Import & Export documents etc.) and liaising with insurance companies for claims.
* Manage and, encouraging personal and professional development of the culturally diverse department.
* Managing and maintaining the marketing projects/jobs, issuing LPO/IPO, follow ups and preparing reports to higher management on monthly, quarterly and yearly basis.

**Achievement:**

* Successfully implemented and automated the manual accounting system to a general accounting software (MS. Money) process in my first two years.
* Assisted to Finance manager to implement and successfully automated from above accounting software to ERP solutions (Focus R & I).

**Fatima Fazal Textile Mills (Pvt) Ltd. Islamabad- Pakistan.** 2001 – 2004

Company was involved in knitwear activity and have had knitwear units and a factory for preparing all sorts of readymade garments for USA and Europe.

As a**Chief Accountant**my duties and responsivities were**:**

* To handle the entire accounting activities independently up to finalization of accounts
* Liaison with SECP (Securities and Exchange Commission of Pakistan) in filling statutory reports,returns and solving the issues if come along.
* Filling Tax (Corporate Tax, Sales Tax, Income Tax) returns and statements and follow up all the cases raised against company to settle.
* Liaising and co-ordinating with external auditors for statutory audit.
* Liaising with the banks to maintain and monitor EFS I & II facilities granted by SBP and proper documentation filing for rebates pre and post stage of consignments.
* Maintaining and managing funds available under EFS I & II by banks with proper supporting documents.
* To handle the records of import and export letter of credits and guarantees.
* Monitoring the maintaining the documents submitted with financial institutions and negotiation on realisation of funds on documentary credits.
* To handle with Hypothecation of stocks at warehouses mortgaged with financial institutions.
* Maintaining and managing for company diversified insurance portfolio with different insurance companies. Negotiate with them on setup difference rates.
* Company’s assets management by proper schedule (release/set up new mortgages, inductions assessment).
* Perform other accounting, financial, or administrative tasks as may be required from time to time by the Senior Accountant / Finance Manager.

**Achievement:**

* Partnered with the IT Department to implement accounting system conversion from manual to automated computerized processing in just 10-month record time.
* Created and implemented accounting policies and practices supporting the new automated system.
* Introduced and implemented, Job Order Accounting Systems and Controls.
* Setting up coding system to facilitate the Jobs orders.

**Al Hina, Rawal & Al Mas Residence & Hotel Apartments** 1998 – 2001

Company was enjoying business in service industry have 3 building consists of total 120 fully serviced rooms only.

As an **Accountant** my duties were**:**

* Bank Reconciliations on daily basis.
* Act as night auditors for last night guest’s revenue and its reconciliation from front office desk software.
* Recording the journal entries in back office general ledger.
* Daily sales/revenue report to management.
* Preparing staff payrolls and maintain their advances/loan.
* Daily expenses report.
* Preparing month end closing entries including prepaid and deferred.
* Finalize the accounts, and prepare and print management reports.
* Investigate and reconcile discrepancies when they occur and take necessary steps to avoid them in future.
* Preparing reports for submission in Dubai Municipalities for Taxations.

**Achievement:**

* Set Up Accounts Department and cleared the back log of last 2 Years.
* Introduced and implement successfully accounting software and computerized the accounts data at the back office up to date.

**Hussain Rathore & Co (Chartered Accountants) Islamabad, Pakistan** 1997 – 1998

Article ship (Statutory Training for Chartered Accountants Students)

* Checking & Verifying books of Accounts of Different Firm Clients under the supervision of senior students and give them findings.
* Preparing Client’s Tax returns filing for supervisor’s review.
* Assisting the Audit manager in finalizing the Client’s Financial Statements and supporting documents for working files.

**Education & Professional Developments**

ISO9000:2008 Internal Audit Training Course.

Institute of Cost & Management Accountant of Pakistan.

Associate Cost & Management Accountant - 1997

Punjab University- Pakistan.

Bachelors of Commerce - 1991

**Technical & Computer Skills**

Advance user of Ms Office(Excel, Word, power point etc.)

Well versed with Fox Pro, and Focus R & I(ERP Solutions)

Can handle accounting software very well like Tally, Peace Tree, Ms Money**.**

**Personal Details**

Date of Birth : 7Th April 1972.

Marital Status : Married.

Nationality : Pakistan.

Visa Status : Residence Free Zone Transferable.

Language : Fluent in English, Urdu & Punjabi.

Driving License : Light Vehicle More than 10 years Old.

Availability : Immediate