 Muhammad

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PERSONAL SUMMARY

Extensive experienced Accountant with over 2 years of progressive work exposure within leading company in UAE. Expertise in Accounts Payables, Accounts Receivables, working Capital Management, Budgeting, Inventory Management, Payroll management, liaising with Banks, Cash Flow Management. Proven ability to analyze and control various Strategic Business Units (SBU) based on profit center concept, to improve operation and to maximize profits. Strongly motivated, enthusiastic and committed team leader who possess excellent analytical, problem solving, negotiation, coordination, management, organizational, operations and PC skills.

Now looking for a Suitable Position in Accounts and Finance one which will make best use of my existing skills and experience contribute to the company's growth, in turn ensuring personal growth.

KEY SKILLS

*Athletic*

*Investigative*

*Managing skill*

*Problem solver*

*Self-motivated*

*Analytical*

*Team player*

ACADEMIC QUALIFICATIONS

***CA: PAKISTAN (In Progress)***

Chartered Accountant

**CA**

***ACCA (Association of Chartered Certified Accountants)***

Chartered Certified Accountant (United Kingdom) 2012

***Bachelor in Arts***

**ACCA**

Bachelors in Arts (Pakistan) 2013

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|  | PROFESSIONAL |  | | | | PERSONAL | |
| Finance / Investment management | | |  | | Passionate about Managing | |
| Predicting future financial trends | | | |  | Effective communication skills | |
| Leading/ Managing team of 15+ people | | | |  | Working as part of a tight team | |
| Interpreting financial information’s | | | |  | Creating a relaxed atmosphere | |
| Managing financial regulations | | | |  | Taking on extra responsibility | |
| Superb organizational abilities | | | |  | Punctual & always on time | |
| Strategic decision making | | | |  | Good at making decisions | |
| Report writing capabilities | | | |  | Superb time management | |

CAREER HISTORY

***ONYX Group Lahore***

Accountant (Sep 2015 to November 20, 2016)

***RAMLA Hyper Market llc: Dubai - UAE***

Assistant Internal Auditor (Jan 2015 – Sep 2015)

Accountant (Payables) (May 2014 to Sep 2015)

I started working as an Assistant Accountant & promoted as Accountant cum Internal Auditor with the enhancement of my relevant expertise. I worked for one year in Lahore as Accountant Cum Finance Manager with my study of CA. I successfully accomplished following responsibilities to maintain an efficient accounts department required for a growing organization.

AREAS OF EXPERTISE

*Accounts Payables Online Banking Payroll and WPS Auditing B R S*

*Accounts Receivables P&L Analyses Credit Controlling Finalization M I S*

*Budgeting & Forecasting Petty Cash Credit Analyzing Cash Control IFRS*

*Commercial Contracts Project Costing Bank Loans Margin Analysis UAE Labour Law Strategic thinking Negotiations LPO*

*Group Allocation Financial Statement Effective delegation Credit Limit ERP*

***RAMLA GROUP OF COMPANIES:***

***Duties****:*

1. **ACCOUNTS PAYABLE DEPARTMENT:**

* Successfully prepared the payments of suppliers, Taking rebates, different product discounts, Promotion discounts, supplier supports, early payment discounts, and progressive discounts as per the agreements with suppliers.
* Verification of payment voucher and approval by senior management and ensuring the successful completion of booking of Cheque and process.
* Keeping the signed Cheques in safe custody and taking full responsibility for the same.
* Recording staff expenses and making the payments.
* Reconciliation of vendor statements with ledgers and resolving the differences.
* Successfully performing the Bank reconciliation of the group.
* Management of funds flow available and cash forecasting for making payments.
* Monitoring intra group funds transfers.
* Maintaining fixed asset register and recording new assets acquired.
* Ensuring that the Cheque is released to the concerned supplier and in the concerned name either A/C payee or Cash Payee.
* Maintaining the Vendor Master file and posting of journal entries to general ledger.
* Successfully performing month end activities.
* Maintaining the files and documents accurately and in accordance with company policies and procedures.
* Successfully performing the duties of staff on vacation and taking responsibilities.
* Ensuring that the payment of Important suppliers is released and to avoid the blockage of supply due to delay of payment.
* Filling of agreements with suppliers and subsequent received all debit notes and promotion supports and rebates documents.

1. **INSURANCE UAE**

* Proficient in Vehicle Insurance, Money Insurance, Property All Risk Insurance, Fidelity Insurance, Life Insurance Medical Insurance, Goods in Transit, Workmen Compensation as per the UAE Law.
* Receiving quotations from different Insurance companies and making negotiation for lowest premium with best coverage of benefits and cover of the risk and making presentation to senior management for approval.
* Making Insurance payments, deducting rebates, and ensuring the issuance of policy at the earliest.
* Successfully coordinating with different insurance companies and maintain good relationship in business.

1. **INTERNAL AUDIT DEPARTMENT:**

* Implementation of the SOP’s (Standard Operating Procedures) and guiding the employees in a professional manner taking into account their seniority and position.
* Assessment of Risk due to Non-Compliance of the statutory rules and regulation and reporting to senior management any instance of Non-Compliance.
* Surprise visits of cash department of different branches and completing cash Audit (Petty Cash, Market Cash) and making the report to Senior Management and Board.
* Coordinated visits of different location for Operational Audits, Inventory Audits, Customer relation Audits, External Business relations Audits.
* Reviewing the new agreements for identification of any clause in the agreement that is not in accordance with company policy.
* Other tasks as directed by senior management.

1. Accountant: (ONYX COUTURES PVT LTD)

* Manage effectively supplier’s payments and Accounts Payable account, assures that statement of accounts from suppliers are received and reconciled per supplier ledger.
* Supervises, directs, and reviews the work of the accountants (including, but not limited to, cash reconciliations, trust account statement reconciliations, check runs, accounts receivable transactions, fixed asset activity, payroll, **accounts payable** transactions, debt activity, recording of revenue and expenses, etc.).
* Evaluating Bank Payment Voucher as to completeness of supporting document as well as assessing sales & purchases processes on monthly basis in accordance with standard accounting practices.
* Actively involved in transfer of funds to different banks of the company to maintain the balances consistent with overall goals and objectives of the organization.
* Monitors and analyzes department work to develop more efficient procedures and use of resources while maintaining a high level of accuracy.
* Monitor and analyze accounting data and produce financial reports or statements.
* Played a pivotal role in setting-up various departments from scratch to commissioning within record time and established commercials pertaining to purchasing, finance, administration, market development and client relationships.
* Meets accounting financial objectives by forecasting requirements; preparing a **monthly** budget; scheduling expenditures; analyzing variances; initiating corrective actions.
* Avoids legal challenges by understanding current and proposed legislation; enforcing accounting regulations, recommending new procedures.
* Guides other departments by researching and interpreting accounting policy; applying observations and recommendations to operational issues.
* Managing and monitoring day to day financial operations with regard to financial Accounting which include Accounts Receivable, General Ledger, Accounts payable, Project Costing, Inventory, Cash Flow projections, Revenue Accounting, Treasury function, credit and corrections to contribute to overall financial and performance results.
* Ensuring that all accounting procedures are in policies and being followed.
* Confirms financial status by monitoring revenue and expenses; coordinating the collection, consolidation, and evaluation of financial data; preparing special reports.
* Responds to inquiries from the Director of Finance, Controller, special reporting requests and the like.
* Maintains financial security by establishing internal controls.
* Coordinating with bank authorities to ensure smooth dealing for credit and trade finance activities.
* Review business processes and identify areas for improvement. Analyze and advise on business operations including revenue and expenditure trends, financial commitments and forecasted revenues.
* Monthly expenses accruals for contract, maintain a control sheet for all prepaid expenses and prepare the journal entries for the monthly amortization of prepaid expenses to the respective cost centers.
* Analyzing and verifying expenses & revenue accounts as well as final accounts of company on a quarterly basis in compliance with established accounting standards, procedures/internal controls and applicable regulations.
* Preparing monthly, quarterly financial statements comprising of balance sheet, income statement.

# ACHIEVEMENTS & ACCOMPLISHMENT

* **Successfully made payments of suppliers of more than 1000 and supervise the accounts payables department.**
* Obtained successfully AED 200,000 Motor Vehicle Claims from Insurance companies
* Obtained 0.2 million theft claim of one of the subsidiary in Dubai.
* Successfully deducted up to AED 1 Million Debit notes, Rebates of current year and previous not deducted by scrutiny of payables ledger and agreements with them.
* Successfully negotiated with different suppliers and received many discounts for the purchase
* Developed and maintained excellent client relationships with Fortune 1000 plus companies resulting in repeat business and referrals.
* Received many appraisals for good dressing, good behavior with staff and very good health and fitness.
* Successfully build up accounts department from scratch to well established unit of a growing organization.
* Implementing accounting procedure & controls for the group reporting purpose.
* Supported management through a healthy MIS for the strategic decision making so to achieve overall growth for the group of companies.

COMPUTER SKILLS

*M S Excel*

*M S Word*

*Tally ERP 9.0*

*E-mail Applications*

*Database App*

*Gravity Software*

REFERENCES – Available on request