**Hafiz.**

[**Hafiz.327434@2freemail.com**](mailto:Hafiz.327434@2freemail.com)

**B.com, (08 Years Working Experience)**

**OBJECTIVE**

To be successful professional with leading organization that provides me an opportunity for career building as well as chance to utilize my abilities to the maximum.

**PROFESSIONAL SUMMARY**

A skilled experienced Accountant with ability to prepare all types of Company Accounts**.** Having command on handling and posting journal vouchers, keeping ledger record, Trial Balance preparing Bank Reconciliation Statement and financial statements.

**EDUCATION SUMMARY**

2006 – 2007 University of the Punjab - Pakistan

**Bachelors of Commerce (B.Com)**

2004 - 2005 B.I.S.E. Lahore - Pakistan

**Higher School Secondary Certificate**

**(H.S.S.C) Intermediate**

2002 - 2003 B.I.S.E. Lahore - Pakistan

**Secondary School Certificate**

**(S.S.C) Matriculation**

**PROFESSIONAL EXPERIENCE**

**Exa-Mas Developers (Pvt) Ltd**

**Credit Controller. (01 March 2014 to till date)**

*I have been engaged with the following prime responsibilities:*

* Routine checking of customer’s credit ratings with banks and reference suppliers.
* Reviewing and conducting routine financial analysis for Credit Customers.
* Providing financial recommendation on the credibility of the customer and credit limit and terms to be granted.
* Approves Customers LPOs according to the approved price lists, and makes sure that all LPOs are signed by the Correct

authorized signatory as per the approved Credit Application.

* Ensure timely and effective collection of all debts and customers payments.
* Preparing of Sales Report on daily basis. Weekly reporting of AR Aging and Collection.
* Follows up with the Lawyer, jointly with the Finance Manager, regarding any legal case.
* Responsible for opening of New Customer Account on the ERP System.
* Develop the credit management capability within the practice
* Work together with the Finance and Sales Teams to develop a proper Pricing Strategy.

**Cost Controlling:**

* Work closely with the Finance Manager, Production Manager, and QC In-Charge to develop and routinely update the

approved Suppliers-List.

* Interact with Production Manager to ensure Bills of Materials (BOM), are accurate and up to date. Review and audit BOM’s

on monthly basis to ensure they reflect the latest manufacturing practices.

* Analyze actual labor, material, and overhead cost to develop Standards.
* Work with the Finance Manager to develop Standard Cost Sheets for all Finished Goods.
* Development of new labor and overhead rates, budget, and forecasts. Research and explain variances. Report this

information monthly or as needed.

* Perform ad hoc product/transport cost analysis to support the operations/dispatch/deliveries.
* Support the Finance Manager’s efforts to implement and apply cost accounting policies and procedures as they are

derived.

* Support the Finance Manager’s efforts for implementing and maintaining internal controls for operations, production, and

projects’ finance.

* Work together with the Finance and Sales Teams to develop a proper Pricing Strategy.
* Opening of New Supplier Code and account in the system, based on the approved supplier list.
* Approves the Purchase Orders to ensure compliance with approved suppliers list, Costing structure and budgeted

purchases.

* Reporting and justifying any discrepancies between inventory books balances and physical stock taking.

**Cost Accounting:**

* Supervise with the Finance Manager the month-end physical stock taking.
* Reviewing of monthly production reports, and recording of related consumption journal entries.
* Matching of Trading-Items purchases & sales, and recording of related COGS journal entries.
* Recording of month-end journal entries related to Inventory Adjustments and COGM.
* Working closely with the Finance Manager on the Monthly Reporting and End-of-Year Closing.
* Any additional assignment by the management.

**Silkee Cosmetics.**

**Accounts Assistant. (May 2009 to 20th Nov-2013)**

*I was engaged with the following prime responsibilities:*

* Responsible for Accounts receivable& Payable
* Collect customer cheques update the detail of cheques received
* Issue suppliers cheques and update the detail of cheques issued.
* Update Accounts Receivable & Accounts Payable Ageing Schedule
* Reconciling Customers& Suppliers Accounts
* Managing daily cash balances
* Ensuring that cash flows are adequate to allow business units to operate effectively
* Prepration of Bank Reconciltion
* Assist the Finance Manager in making monthly financial Reports
* Keep records of all the movements in finished goods inventory

**Qavi and Co (Chartered Accountants)**

**Audit Assistant (03 Dec, 2007 to 10 May 2009)**

**Administration**

* Handling Petty Cash & Petty Cash Register
* Billing / Invoicing to parties.
* Handling Daily Cash and Client Ledgers
* Preparations of Bank Reconciliation Statement
* Preparation of Receipts and Payment Statement
* Preparation and Processing Conveyance Allowances of Students
* Preparation and Disbursement of Stipend to Students
* Maintaining of Student’s Attendance Register.

**Audit**

* 100 % Stock verification of :
* Rupafab Limited
* Hamdard Waqf Pakistan
* Integrated Technologies (PVT)Limited
* Verification of Vouchers
* Verification of Bank Statements and Bank Reconciliation
* Verification of Staff Payrolls of Permanent and Temporary Employees
* Verification of Attendance / Leave Records and Timecards

**CERTIFICATIONS**

1. 01 Year Diploma in Computer (Windows XP, MS Office, Internet) From Govt Organization Cabinet Secretariat Establishment Division.
2. **Internship:**

06 Weeks Internship in Askari Bank Ltd. (From 01 Aug, 2007 to 11 Sep, 2007) **(**Akbar Chowk, Town Ship Lahore)

**COMPUTER SKILLS**

* Microsoft Word & Excel
* Software ERP, Software Gold Coin, Quick Books, Peach Tree, SAP, Oracle Based Software’s
* Internet & e-mail

**KEY STRENGHTS**

* Ability to establish and maintain professional relationships with colleagues and external bodies.
* Well conversant with Internet and MS-Office applications with punctual and hard working nature.
* Ability to take up a task with positive attitude in a tough pressure environment.
* Ability to quickly adapt to complex environments and to maintain high quality standards of performance in

time and cost constraints.