

**MBA Finance**

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**Career Objective**

Seeking a position in the accounting field as Accountant where excellent analytical and technical skills can be utilized to improve the company's profitability, benefit often years of experience and comprehensive knowledge of relevant computer systems and software. Successfully, managed all key business functions and developed integrated systems using state of the art technologies. Bottom line focused, excellent communication skills, having dealt with variety of Customers and employees.

**Skills**

**1:-**Exceptional listener and communicator who effectively conveys information verbally and in writing **2:-**Teamwork and Planning for Business **3:-**Supervising People and Understanding Differences 3:-Developer of Financial System on Accounting Softwares

**4:-**Vast Experience of Financial Reporting. **5:-**Good relationship-builder with supreme

**6:-**interpersonal skills Innovative problem-solver who can generate workable solutions and resolve complaints **7:-**Budget making process, Cost Controlling 8**:-**Loyal and dedicated individual with an excellent work record. **9:-**Working, supervision and training experience of (ERP) Peachtree, tally, Quick Books, Business Manager, Advance Excel, etc

**Trainer of Advance Excel, Peachtree Accounting Software& Quick Books ( RIPHAH International University, Pakistan)& CRSM Pvt. Ltd, Pakistan)**

**Professional Experience +10 Years**

**Reporting**

* Responsible to collect all information needed to prepare revenue and expenses budget and compilation
* Prepare periodical financial and progress reports (financial statements), providing accurate, efficient and timely financial analysis to the management to facilitate decision making process
* Prepare daily reports for various functional units on their budgets and projects
* Prepare monthly reports on bank reconciliations
* Implement corrective actions as assigned by the superiors to correct financial statements

**Accounts Payable Ledger**

* Responsible to match and pay invoices to ensure accuracy and veracity of invoices
* Update, maintain and review purchase ledgers to ensure that all expenses are accurately posted and monitored against the set budget
* Evaluate suppliers to tenders upon request, after revising the companies’ financial statements
* Process payments to vendors as per the contract’s terms, including advance payment and penalties
* Assess the percentage completed of the project and the corresponding payment versus expected percentages

**Accounts Receivable Ledger**

* Supervising daily the sales Invoices, Income Accounting Head, Preparation of Receivable Plan, Receivables Aging, Receipts Slip and vouchers

**Cost Accounting**

* Maintain budgets and prepare costing reports, issuing variance cost and production reports to line management highlighting areas of concern
* Perform periodic cost analysis and provide inputs to line management on establishing more efficient systems on cost allocations.

**Internal and External Audit**

* Coordinate with the internal and external auditors providing assistance in the discharge of their responsibilities and respond to their questions ensuring that the integrity of the organization's financial management practices meet their requirements

**Petty Cash and Cash Reporting**

* Prepare cash reports and ensure compliance of cash recording with organizational policies
* Checks daily reconciliations for accurate cash reporting
* Prepare annual procedures for the issuance of permanent petty cash to assigned employees
* Perform weekly audits on petty cash funds and billing cycles electronically and manually
* Prepare year-end closing of permanent petty cash account

**Policies and Procedures**

* Follow all relevant operational procedures and instructions so that work is carried out in a controlled and consistent manner

**Purchase Order and Requisition**

* Review purchase requisition submitted by the concerned functional unit, which includes checking the required specification and suggested supplier if any, to ensure accurate orders and delivery
* Act as the single point of contact between the Vendors/Service providers
* Follow-up with pending orders that have met or over run their original delivery date, keeping the functional units informed to ensure the timely delivery
* Submit monthly, quarterly, semi-annual, and annual reports to the Administrator/Manager Finance about purchase orders and contracts

**Organization:** **RIPHAH International University, Islamabad, Pakistan**

(The Leading HealthCare Institute in Pakistan)

**Tenure:** From February 2011 to Present

**Designation: Accounts / Finance Executive** (SU Accounts Head)

Reporting to: Director Finance, Site Administrator



**Achievements** **Best Employee Performance Award**

For 2015-2016

**Organization:** **MAK Motors, Pakistan**

ISO 9001 Certified Company

**Tenure:** From January, 2006 to January 2011

**Designation: Manager Accounts/Finance**

Reporting to: C.E.O

**Trainings:**

* Advance Excel-The Dashboard and Charting (Two Days Training)
* Interpersonal Skill (One Day Training)
* Business Communication Skill (One Day Training)
* E filing of Tax Returns& Statements (One Day Training)
* MS Project (One Day Training)

**Qualification:**

* MBA from Sarhad University Peshawar, Pakistan
* B.Com University of the Punjab, Pakistan

**Languages:**

English, Urdu, Punjabi, Pashto, Hindi