Mohsin

Mohsin.334777@2freemail.com 

United Arab Emirates

Education ACCA

D.O. B 25-12-1990

Visa Visit

# **Summary**

* ACCA UK (finalist).
* Advance Diploma in accounting and business (UK).
* Certified Accounting Technician (UK).
* 3.5 years of diversified experience in Accountancy firm, Manufacturing and Service Industry.
* Advance User of MS Office, also experienced in SAGE, IRIS, CCH, VT, SOFTECH QuickBooks and Tally.

# **Employment Details.**

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| **Polymer Group of Industries.****Job title**: Accounts Manager |  Jan, 2016 to Dec, 2016 Gujranwala, Pakistan |

**Company Profile:** Polymer Group of Industries are a research oriented Industry, established in 1968, having modern R & D laboratory with manufacturing facilities of hot-or cold-set resins/polymer and their composites, Poly doors and Poly Plastic.

**Duties & Responsibilities/Deliverables:**

* Participating in determining financial objectives.
* Participating in designing & implementing systems, policies & procedures to facilitate internal financial control.
* Participating in the preparation of annual budget and forecasting trends.
* Participating in implementation of customize accounting software.
* Participating in inventory valuation in all sections.
* Developing reports for top management summarizing the business financial position in areas of income, expenses, capital usage and cash flows, and coordinate in the preparation of strategic plans, budgets and financial forecast.
* Managing Cash Flow effectively.
* Preparation budgets and comparing them with actual and determining variances and suggesting preventive measures.
* Preparation of Financial Statements and Financial Reports for internal usage.
* Assisting management on designing different policies and internal controls for the company.
* Conducting the surprise stock take of different sections.
* Managing and controlling the whole cycle of Purchase and Payment.
* Maintaining Ledgers of accounts receivables and payables.
* Controlling the Purchase and maintaining Maximum and Minimum Level of The Stock.
* Performing reconciliations with payable's & receivable's for resolving disputes, if any on quarterly basis.

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| **Vision Consulting Pakistan.****Job title**: Senior Accountant |  June, 2014 to Dec,2015 Islamabad, Pakistan |

**Company Profile:** Vision Consulting Pakistan is an accountancy firm dealing with Client’s based in UK, i.e. mostly Property management, Building construction & maintenance, Restaurants & Catering industry, Food & Beverages industry, Solicitors & Consultants, Software & Website development and trading companies.

**My Job duties in the role of Senior Accountant are as follows:**

* Preparation of financial statements
* Preparation of management accounts.
* Preparation of final accounts working paper (using Microsoft Excel).
* Performance of detailed analytical reviews.
* Performance of Bank analysis.
* Preparation and maintenance of purchase & Sales day books.
* Preparation of monthly P & L Statements & Book Keeping.
* Processing of monthly and fortnightly payroll.
* Preparation of VAT returns.
* Performance of supplier analysis.
* Computation of Corporation & personal tax and Preparation of Tax returns (For SME’s registered with Companies House UK)
* During the course of my employment I have had the opportunity to prepare financial statements under FRSSE’s, UK GAAPS & IAS.

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| **Al- Nafay Business Solutions.****Job title**: Trainee Accountant |  May, 2013 to April,2014Lahore, Pakistan |

**Company Profile:** Al-Nafay Business Solutions is a firm registered by chartered accountants to provide accounting and consultancy services to different clients based in Pakistan.

**My responsibilities as a Trainee Accountant are as follows:**

* Processing accounting records.
* Preparing monthly bank reconciliation statement.
* Provide support to more senior colleagues by providing work without the need for basic amendments, and to agreed timescales.
* Posting & Dealing with all kinds of vouchers.
* Book keeping & Invoice processing.
* Collecting bills, checking payments.
* Processing payroll functions.
* Apply knowledge gained from each assignment across the entire client’s portfolio that you work on.

# **Academic background.**

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| **ACCA** (Adv. Audit &Adv. Taxation) | Association of chartered certified accountants (UK) | 2012-2016 |
| Advance diploma in accounting and finance (UK) | Association of chartered certified accountants(UK) | 2016 |
| Certified Accounting Technician (CAT) | Association of chartered certified accountants (UK) | 2010-2011 |
| Intermediate (Math,Phy,Chem) | Punjab College of Science Gujranwala (Pakistan) | 2007-2009 |

# **KEY Skills and Competencies**

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| * Team Player
* Cost management
* Staff development
* Project management/accounting
* Product costing
* Budgeting
* Cash management
 | * Experience of maintaining computerized accounting software
* Implementation customize accounting software
* Attention to details
* Financial accounting
* Experience of invoicing, payments, and payroll
* Auditing
* GAAPs, IFRS, IAS
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# **IT skills & Languages**

* Microsoft Office, (Word, Outlook, Project Standard, Access and PowerPoint competent user).
* Advanced Excel skills (Pivot tables, VLOOKUP’s).
* Business in house accounting systems CCH (UK), IRIS (UK), SAGE accounts & payroll, SOFTECH (PK), VT (UK), Peach Tree, QuickBooks and Tally.
* **English Urdu/Hindi**

 Bilingual competencyNative or bilingual competency