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| **M. Muzammil Mir – CV No 2009700**To interview this candidate, please send your company name, vacancy, and salary offered details along with this or other CV Reference Numbers that you may have short listed from <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php> addressing to HR Consultant on email: cvcontacts@gulfjobseekers.comWe will contact the candidate first to ensure their availability for your job and send you the quotation for our HR Consulting Fees.  |



**M. Muzammil Mir**

 ***Management Accountant***

*D.O.B:14th September 1989*

*Visa Status: (Visit Visa till 15th Feb)*

**WHY MUZAMMIL?**

* Highly committed, motivated and detail-oriented Accounting professional, masters in accounts with **CIMA Adv. Dip MA**
* Equipped with solid accounting background and enriched IT tools to play a major part in success of the organization
* **SAP B1** hands on Experience & trained by CIMA(UK) case studies for the efficient business communication
* Possess the ability to work under pressure and strong time management skills
* Deadline oriented person with excellent analytical, problem solving &interpersonal skills

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**Professional experience as *“Assistant Manager Accounts”,*** April 2015 – December 2016

**Job Description**

* Responsible for payables and Good Receipt Process through SAP B1
* Supervised the accuracy of the financial reporting for sister concern entity
* Lead the internal control by having the tax and accounting standard compliance
* Compiled the financial reports with sales analysis of whole HY Group
* Processing of monthly payroll
* Receivable & payable Management
* Participated in monthly and semiannually financial accounts closing
* Handled management Accounts by reporting variances

**Major accomplishments:**

1. Promoted as Assistant Manager Accounts from Accounts officer within 9 months of job

2. Participated and lead the way for the sister concern entity from local system to SAP

3. Identified Improvable areas in processes and make them standardized for audit

 **INDUSTRY SKILLS/CORE COMPETENCIES**

|  |  |  |
| --- | --- | --- |
| * Chart of Accounts Management
* Accounts Finalization & Analysis
* Payroll supervision
 | * Account Receivables & Payables
* Budgeting & Forecasting
* Projected Financial reports
 | * QuickBooks & SAP B1
* Advanced MS excel
* Bank/Cash reconciliation
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**Max Food International (Pvt. Ltd)**

**Experience as *“Accounts officer”,*** June 2010 – July 2012

**Job Description**

* Maintained daily business transactions
* Preparation of Ledger accounts & rectified Journal entries
* Handled Ageing & Reconciliation of Parties
* Preparation of Bank report & Reconciliation
* Participated in budgeting and variance analysis

**Major accomplishments:**

1. Improved documented Cycle to ensure tax compliance
2. Increased the sales staff performance by 20% from implementing Incentive plans

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_PROFESSIONAL QUALIFICATIONS/ACADEMICS/CERTIFICATIONS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* **CIMA(UK), (2015 – in progress)**

CIMA Adv. Diploma in Management Accounting

* **University of Central Punjab, (Pakistan), (2014)**

Masters in Commerce (Accounting & Finance)

* **Hailey college of Commerce, University of Punjab(2010)**

Bachelors in commerce (IT)

 **PROFESSIONAL TRAININGS/WORKSHOPS**

* Campus to corporate conducted by CIMA(UK)
* Final Project on consumer behavior on online shopping

*Bank Street,Bur-Dubai, Dubai, U.A.E.*