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| **SYED MUHAMMAD MOHAIB – CV No 2009952**  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.com](mailto:cvcontacts@gulfjobseekers.com)  We will contact the candidate first to ensure their availability for your job  and send you the quotation for our HR Consulting Fees. |

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|  | **SYED MUHAMMAD MOHAIB** **ACCOUNTS & AUDIT PROFESSIONAL** |
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|  | | | **PERSONAL PROFILE** | | |  |  | **PROFESSIONAL CERTIFICATIONS** | |
| |  | | --- | | *I am self-disciplined and ambitious individual, passionate about developing my career in the field of Accounts and Audit. Possessing* ***more than******Five******years*** *of* ***experience*** *of working with multiple companies of different industries.* *I have the ability to develop an efficient approach to any task that I undertake with an aim to maximize organization profitability.* | | | | | | | * **ACCA**   ACCA UK (Final paper result awaiting)   * **Advance Excel & Financial Modeling**   Abeel’s School Of Accountancy (2014)   * **Advance Diploma in Accounting & Business**   ACCA Glasgow UK (2013) | |  |
|  | | | **FINANCIAL SKILLS** | | |  |  | **ACADEMIC QUALIFICATION** | |
| - Financial Statements | | | | |  | * **Master in Economic**   University of Karachi(Qualified in 2016)   * **Bachelor in Commerce**   University of Karachi (Qualified in 2009) | | E:\cv\ku logo.png  E:\cv\ku logo.png |
| - Financial Modeling | | | | |  |
| - Financial Analysis | | | | |  |
| - Forecast & Budgeting | | | | |  |
| - MIS Reporting Skills | | | | |  |
| - Assets Management | | | | |  |  | **PROFESSIONAL EXPERIENCE** | |
| - Payroll Management | | | | |  |
| - Payables Management | | | | |  | * **MANAGER ACCOUNTS**   Feb 2014 – Dec 2016 (3 Years Approx.)   * Prepare monthly & annually financial statements. * Prepare various financial analyses and give report on financial performance & findings to management. * Correspondence with bank on LC opening/retirement. * Supervise monthly closing of books of accounts. * **SENIOR AUDITOR**   *S.M. SUHAIL & CO. (CHARTERED ACCOUNTANTS)*  Jul 2012 – Jan 2014 (1.5 Years)   * Perform financial audits as per ISA. * Prepare audit plan in collaboration with audit team. * Perform and supervise other assignments. * Prepare statutory financial accounts as per IFRS. * C:\Users\Mohib Kazmi\Desktop\YC 5.jpg**ACCOUNTS EXECUTIVE**   *Y.C TRAVELS*  Jan 2011 – Jun 2012 (1.5 Years)   * Maintain accounts payables. * Maintain accounts receivables. * Book keeping of daily transactions. | | |
| - Receivables Management | | | | |  |
| - Bank Reconciliation | | | | |  |
| - Merger Accounting | | | | |  |
|  | | | **IT SKILLS** | | |
| - Microsoft Office | | | | |  |
| - Quick Books, Tally ERP | | | | |  |
| - SAP & Oracle - ERP | | | | |  |
|  | | **PERSONAL SKILLS** | | | |
| - Communication | | | | |  |
| - Tackle Time Pressure | | | | |  |
| - Multi Task Handling | | | | |  |
| - Leading Team | | | | |  |
|  | **PERSONAL INFORMATION** | | | | |
| - Nationality | | | | Pakistani | |
| - Religion | | | | Islam | |
| - Father’s Name | | | | Syed Abdul Kaleem | |
| - Date of Birth | | | | 16th June 1988 | |
| - Martial Status | | | | Single | |

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