Kashif

Kashif.340351@2freemail.com

**Personal Information**

**Birth date:** January 12, 1980

**Nationality:** Pakistani

**Marital Status:** Married

**Visa:** Visit Visa

**Career Objective:**



To obtain position where I will be able to express my skills, knowledge and expertise to company and at the same time get to learn and to seek knowledge as per new advancements and to sharp the skills, proficiencies associated with the **Accounts and Finance Professional** profile and develop a favorable advancement in this accounting and finance professional sector.

I have **11 years of extensive experience** in the field of **Accounts, Finance,** **Costing, and Taxation & Budgeting**.



**Key Skills:**



* Corporate Accounting
* Financial Decision Making
* Internal Control & Audit
* Quickbook, Tally ERP & Advanced Excel
* Experience in Taxation field



**Professional Work Experience:**



***AL NAHAR PREFAB HOUSES FZE, SHARJAH, UAE***

(Manufacturer of Portable Offices, houses & camps)

***March 2013 - October 2016***

**Designation: Senior Accountant**

**Responsibilities:**

* Monitoring and checking of financial data maintained in the ledgers in Accounting Software Tally.ERP.
* Examining Bank Receipt, Payment and Journal Vouchers in the System on daily basis
* Supervision of Cash transactions & preparation of Comparative Expenses Report to identify and analyze variances, and investigate the causes of the variances
* Preparation of Stock Reconciliation Statement.
* Monitoring of Collection Forecast/Receivable Reports and provide continuous follow-up to Sales Executives for recovery
* Monitoring of statement of Outstanding Invoices of Suppliers and arrangement of timely payments
* Finalization of Payroll Sheet and verification of related deductions
* Preparation of Bank Reconciliation statement on daily and monthly basis
* Petty Cash Management & Cash book Reconciliation
* Preparation of Daily Funds Position for reporting to Chief Executive Officer of the Company
* Dealing with the banking authorities regarding the related banking matters
* Monitoring and supervising month end closings to ensure all management reports are submitted in a timely and accurate manner
* Finalization of monthly Profit & Loss Statement and Balance Sheet for overview of Director of the Company
* Monitoring the effective implementation of internal control procedures

***BELA AUTOMOTIVES LIMITED, KARACHI, PAKISTAN***

(Manufacturer of Automobile Parts)

***Nov 2007- Feb 2013***

**Designation: Accountant cum Tax Manager**

**Responsibilities:**

* Supervision of routine accounts in computerized accounting software
* Preparation of monthly, quarterly and annual financial reports
* Preparation of monthly Debtors & Creditors account status report
* Coordination with auditors at the time of Annual Audit and Groundwork of Internal Audit Information
* Supervision of Payroll Processing and related deductions
* Preparation of Bank Reconciliation statements on daily and monthly basis
* Preparation of monthly income tax deduction statement and E-Filing of Annual Income Tax Return
* Verification of Daily Receipt, Payment & Journal Vouchers
* Finalization of monthly and yearly Sales Tax Return ,E-Filing of Sales Tax Return
* Handling of Income Tax Matter, Adv. Income Tax, With Holding Tax
* Finalization of Income Tax Returns.

***RAUF TEXTILE PRINTING MILLS, KARACHI, PAKISTAN***

(Textile Industry)

***Jan 2006 - Oct 2007***

**Designation: Accounts Officer**

**Responsibilities:**

* Maintain Accounts Ledger, Cash & Bank Book, Trial balance
* Incorporation of vouchers in accounting software Visual FoxPro.
* Maintenance of financial records for internal / external purpose
* Maintenance, monitor and review fixed assets on regular basis
* Reconciliation of income tax and sales tax with relevant authorities
* Preparation of financial statements and reconciled expenditure and revenue accounts
* Maintain of accounts payable & receivable with parties
* Prepare all kinds of vouchers includes Journal Vouchers, payment and receipt vouchers
* Preparation and disbursement of monthly payroll
* Preparation of Expense/ Income Summary at the end of Month
* Deduction and Deposit of W/holding Tax and submission of Monthly Tax Statement



**Educational Background:**

**CMA (Stage 4)**

**Completed up to stage 3**

Institute of Cost & Management Accountant of Pakistan 2013

**Bachelor of Commerce**

Karachi University

**Personal Skills:**



* Excellent Communication, co-ordination and computer skills
* Excellent Teamwork and ability to work under pressure
* Patience, good listening skill and thrives on tight deadlines
* Adaptable to any work environments and individuals
* Willing to learn & hardworking



**Computer Skills:**



 Tally ERP (Accounting Software )

* PeachTree (Accounting Software )
* Quick Books (Accounting Software )
* MS -Word
* MS Excel
* Window XP
* Internet



**References:**



*Will be furnished upon request*