

Contact HR Consultant for CV No: 341997

E-mail: response@gulfjobseekers.com

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**Career Objective:**

To pursue a highly challenging career in the field of Finance, Accounts & Taxation, where I would apply my knowledge, experience and ideas to develop high caliber professional skill and effective management technique by proactive research and development activities to ensure protection of interest of industry and emerge as a good Corporate.

**Areas of Experties:**

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| * Financial Management.
 | * Financial Reporting & Analysis
 | * ERP System Implementation.
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| * Letter Of Credits.
 | * Financial Statements Preparation.
 | * Costing & Variance Analysis.
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| * Imports.
 | * Consolidated Financial Statements.
 | * Budgeting & Forecasting.
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| * Banking & Credit Lines.
 | * Receivable & Payable Management.
 | * External Audit.
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| * Insurance.
 | * Inventory Management.
 | * Internal Controls.
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| * Tax Management.
 | * Funds Management.
 | * MS Excel, Word.
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**Professional Experience:**

* **MANAGER FINANCE**  **Jul. 15 – Jan. 17**

***ASKARI GUARDS (PVT) LTD., RAWALPINDI, PAKISTAN.***

Engaged in Security Services and Cash in Transit Business.

Reporting to GM Finance.

* **DY. MANAGER ACCOUNTS**  **Feb 02 – Aug 05 & Dec 06 – Jul 15.**

***MUGHALS PAKISTAN (PVT) LTD., LAHORE, PAKISTAN.***

Engaged in Construction and Professionals.

Reporting to Directors and CEO.

* **ASSISTANT MANAGER FINANCE**   **Sep 05 – Dec 06**

***RAFISONS (PVT) LTD., LAHORE, PAKISTAN.***

Engaged in Manufacturing, Trading & Import of Printing Raw Material

Reporting to Directors and CEO.

* **Accountant Mar 96 – Apr 98**

***DIAMOND GROUP OF COMPANIES, LAHORE, PAKISTAN.***

Engaged in **Manufacturing Foam Product and Chemicals**.

Reporting to Manager Accounts and CFO.

**Job Description:**

* Preparation & Finalization of Financial Statements for Management & Audit.
* Project Financial Analysis & Reporting.
* Liaison with banks and handling all banking matters. (Credit Limit, Bank Guarantees, Labor Guarantees, etc.)
* Monitoring budget-to-actual performance on a monthly basis and working with management to obtain budget revisions.
* Fund & Cash flow Management.
* Revenue Recognition as per IAS-18.
* Accounts Payable & Accounts Receivable Management.
* Preparation of Payroll.
* Preparation Imprest (Cash Reconciliation for Head Office & Regions).
* Preparing Bank Reconciliation Statements.
* Sensitivity Analysis of Performance.
* To ensure the compliance of financial activities according to rules, procedures and policies set by Co.
* Continuously reviewing and updating accounting internal controls to ensure true and fair accounting results and to safeguard assets of the company.
* Liaison with statutory auditors, SECP, Banks, Taxation departments etc.
* Responsible for filing of annual and monthly Income Tax / Sales Tax returns and statements with FBR and forms and documents with SECP and maintenance of statutory records.
* Responsible for timely preparation and presentation of management reporting to take timely decisions.
* Designing Chart of Accounts, Inventory & Integration of various processes.

**Achievements:**

* Implementation of ERP system as Team Head – SIDAT HYDER FINANCIALS.
* Development of SOP`s.

**Professional Certification & Education:**

Institute of Cost & Management Accountants of Pakistan.

* **B.COM** -- Bachelor in Commerce. 1993

University of the Punjab.

* **I.COM** -- Intermediate in Commerce. 1990
* **Matric** – Matriculation in Science. 1988

Board of Intermediate and Secondary Education.

**Computer & IT Skills:**

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| * Quick Book
 | * Sidat Hyder Financials (ERP)
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| * Peach Tree
 | * MS Office & Advance Excel
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