|  |
| --- |
| **Humad**  [**Humad.347673@2freemail.com**](mailto:Humad.347673@2freemail.com) |
|
|

**OBJECTIVE:**

To put my skill set, and expertise which I have heretofore amassed to secure the Company’s assets for the future, in an ambitious and profitable way, I aim for the Company’s melioration and prosperity. In return for my relentless efforts, I look forward to attain as much guidance and knowledge from my superiors in your esteemed organization, as may be.

**PROFESSIONAL EXPERIENCE**

**Manager Accounts & Finance (June, 2006 till now.)**

**Department: Finance & Operations**

**A’raf Pakistan, Lahore**

* Key Job Responsibilities includes:
* Developed Accounts chart and computerized Accounting from manual to Software.
* Finalization of annual account, dealt external auditors and e-filed income tax return.
* Authenticate daily Cash flow of Head Office and Factory.
* Pre-audit Payables, Perform Treasury Functions and manage disbursements.
* Ensure timely billing to clients’ co-coordinating with dispatches from factory.
* Pre-audit vouchers, journal entries and feeding in the computerized Accounting software.
* Check and supervise e-filing of monthly sales tax return and income tax return etc.
* Represented the company in tax department and got assessed corporate tax, Income tax deduction at source.
* Conducted audit of stock of raw materials, chemicals, packing materials, finished goods, general store and administration records periodically and report to the management.
* Prepared monthly performance report of the company for evaluation by the management.
* Documentation for import, financing, bank account opening, funds transfers through TT sand handle correspondence thereof.
* Dealing with banks, suppliers, clients, employees, etc.
* Handle all matters related to distributer’s claims/discount.
* Handle operational details included sales invoices, sales comparisons, Distributors invoices etc.
* Perform a liaison role between different groups of people.
* Facilitates communication, deals with complaints, resolves problems and coordinates planning.
* Provide training to workers and provide upgrade to various technical skills.
* Responsible to arrange conferences, workshops, trainings & seminars inside or outside the country.
* Have experience to offer customized solution according to market requirement.
* Skilled in consultative selling, negotiating contracts, forming alliances and partnering with others.
* Experience in building price opportunity to increase repeat sales.
* Persuade long term accounts strategy that maximize company profit and assist in cultivating long

term relationship with customers

* Call and personally visit potential, new and existing customers to facilitate customers.
* Co-ordinate efforts support department to improve the customers experience at the point of sale.
* Providing management suggestions for improving volume, market share, and price level.
* Responsible for sales goal and overall quality of services.
* Coordination with Internal and External Departments.
* Analyze and identify all performance related issues and ensure appropriate steps to prevent loss.
* Administer all indoor performance in department through efficient coaching and monitoring.

**Accounts Executive (January 2004 to May 2006)**

**Logiks (Private) Limited Lahore,**

* Key Job Responsibilities includes:
* Preparation of Annual & Monthly Accounts.
* Personally handle General Ledger & Sub-Ledgers.
* Check & Control the work done by the staff reportable to me.
* Prepare petty cash book.
* Preparation of Salaries and Wages Sheets.
* Salaries and Wages Disbursements.
* Prepare Fund flow, Daily reporting Bank, Cash Receivable/Payable and Expenses Details.
* Working of Mark up of company’s all types of Finance.
* Handle all matters relates to Annual Audit.
* Bank dealing regarding R/Finance and reconciliation.
* Preparation of Tax returns of Company & Employees.
* Preparation of Tax periodical returns as required by law.
* Monitoring of withholding taxes.
* Complete details of Company Accounts for Tax department.
* Filling of Sales Tax return and maintain record for sales tax audit

**Tax Accountant (Feb, 2000 till Dec, 2003)**

**Naqvi & Company Gujranwala, Pakistan**

* Key Job responsibilities includes:
* Preparation of Tax returns of income tax and sales tax of clients
* Preparation of Salaries and Disbursements.
* Handle all matters relates to Annual Audit.
* Prepare petty cash book.
* Preparation of Annual Accounts

|  |  |  |  |
| --- | --- | --- | --- |
| **EDUCATION** | | |  |
| **Qualification** | **Institute** | **CGPA/Division** |
| **MASTER IN BUSINESS ADMINISTRATION (MBA-Finance)**  **2** year program  1998-2000 | Al-Khair University  (Azad Jammu & Kashmir) | 65% Marks 2.97 CGP B. Grade |
| **Bachelors in Commerce**  2 year Program  (1997) | The University of Punjab  (Lahore) | (749/1300) 2ndDivision |
| **Higher Secondary School Certificate**  **(HSSC)–**  **Diploma in Commerce (D.com)**  (1994) | Punjab Technical Board (Lahore) | (676/1400) 2ndDivision |
| **Secondary School Certificate(SSC)–**  **Science**  (1992) | Gujranwala Board | (460/850) 2ndDivision |

**IT PROFICIENCY:**

Microsoft Office, Browsing, Operating Systems; Win2000, XP, Win7& Win8.

**ACCOUNTING PROFICIENCY:**

Financial Oracle (GL), Peachtree Accounting, Quick Books.

**PERSONAL**

* Date of Birth: Sep 21,1976
* Languages : Urdu,Punjabi,English, Arabic
* Nationality : Pakistani
* Religion : Islam