Uzair

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|  | **Executive Summary & Objectives** |  |

A Qualified **ACCA (UK)-**Association of Chartered Certified Accountants and Graduation (B.A) with Economics as major subject.

Need a career with a progressive organization that will use my education, skills, abilities as a cooperative, and team working experience in an executive capacity, where I can effectively contribute to operations in any environment that best matches my skills and experience through which I could obtain a position that will consume my strong organizational skills, educational background, and ability to work well.

Focusing on developing a career in **Accounts/Finance/Audit** by enhancing and maintaining competency standards and perform consistently in order to utilize my potential and meet the organization’s objectives.

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|  | **Strengths** | **Skills** |

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| * Excellent communication & presentation skills. * Excellent leadership & team building skills. * Highly organized and extremely quick learner. * Detailed knowledge of accounting procedures. * Good analytical and negotiation skills. * Ability to grasp systems and procedures quickly. * Oracle, Tally, Peach tree etc. |
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* Financial Statements, Financial Reporting & Management Reporting.
* Monthly & yearly closing accounts.

# General Ledger, Reconciliations.

# Accounts Payable/Receivable.

# Sales/Purchase, Daybooks.

# Sales tax, ROI, ROCE.

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|  | **Qualifications & Certificate** |  |

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|  | | **Association of Chartered Certified Accountant (ACCA) April, 2016**  **Equivalent to B.sc(Hons)-UK**  **Bachelors of Arts 2011 –2013**  **(Major in Economics)** | | |
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|  | | **Employment Profile** | |  |

**Pak National Distributors**

**Accountant (Unit Incharge) May 2015 – Jan 2017**

Pak National Distributors is a group working in FMCG industry. Its highly reputed business partners are Nestle Pakistan Ltd, Unilever Pakistan Ltd, Asian Foods Ltd, Shell Pakistan Ltd, Youngs Ltd, Shangrila Ltd, Shan Foods, English Biscuits Manufacture Ltd.

**Responsibilities include:**

* Maintain accounts file data, filling of monthly checklist and performing tasks mentioned in the checklist like withholding tax supporting e.g. copies of bank statement, ensuring tax file record and data completeness.
* Preparation of Sales Tax Return Data and ensure payment.
* Preparation of ROI Data and ensure approvals from authorities.
* Preparation of Bank Reconciliations Statements and clearance of reconciling items.
* Preparation of withholding tax data and payment of tax deducted from employees, parties and on vehicle etc.
* Preparation of sister concern reconciliation and ensure regular payments and filling of reconciliation Performa in accounts file.
* Provisions of Bank Slips for all sorts of Bank Transactions E.g. Nestle & other Payments, Loans & Sister Concern Transactions.
* Closing Stocks & Trade Debtors reconciliation.
* Postings adjustments for Nestle Payments, Loan Transactions, Sister Concern Transactions and other adjustments. Null the accrued expenses ledgers before end of next month.
* Review daily day book, sales & stocks reconciliations.
* Review of work performed by subordinate & data entry status.
* Response to specific tasks given by manger regarding the unit and handling any unit queries.
* Checking, signing of all vouchers and forward to senior for signing off.

**Mudassar Ehtisham & Co**

**Chartered Accountants**

**Audit Trainee Aug 2014 – May 2015**

Mudassar Ehtisham & Co is a multi-discipline firm providing professional services in the field of Audit and Assurance, Taxation, Risk Assessment, Risk Management and Advisory, Corporate Affairs and Secretarial Practice.

**Responsibilities include:**

* Preliminary planning and development of detailed audit plan for financial audits of various companies from different sectors.
* Time budgeting, mobilization of engagement team, preliminary risk assessment and review of accounting and internal control systems.
* Preparation of final audit deliverables – the audit report, the covering letter to the Board of Directors, the Management Letter, reporting packs and other reports and certificates.
* Processing of monthly payrolls of clients, preparation of financial statements of provident and gratuity fund.
* Preparing the projected financial statements on specific request of individual clients and for banks.
* Annual stock count and store consumption report along with their analysis.
* Filing of income tax return of proprietorship and partnership concern.
* Responsible for the statutory audit of all the clients in accordance with the requirements laid down by the SECP and ICAP.
* Ensured The compliance of international accounting standards and the regulation of other laws/statutes by the firm’s clients, which included the corporate as well as non-corporate sector.
* Provided consultancy to corporate sector for code of corporate Governance issued by SECP.
* Dealt with the taxation including income tax and sales tax matters.
* Assisted in the key managerial decisions of various establishing including financing and investments decisions.

**Buch Villas Pvt limited**

**Inventory Controller Dec 2013 – Aug 2014**

"Buch Executive Villas" is a project of Captain Developers, a company working in housing industry providing real estate realm. Buch Executive Villas is a housing society manufactured by captain developers which includes Villas, Apartments, Cottages, Plazas, Hospital, School, Farm houses and more.

**Responsibilities include:**

* Supervision of supply, storage and accessibility of items to ensure an adequate supply without excessive oversupply.
* Making issuance of inventory for supervisors of labor for daily construction use.
* Manage and control perpetual inventory stock counting / inventory accuracy checks.
* Ensure that goods inward / stocks are well organized and controlled.
* Ensure incoming product is receipted and managed appropriately per company procedure.
* Write and maintain accurate written procedures for all main inventory control processes and functions.
* Manage control measures to ensure mistakes, inaccuracies and discrepancies highlighted, addressed and resolve.

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|  | **IT Proficiency** |  |

* Web browsing
* Oracle, Tally, Peachtree
* Well versed in MS Office Suite (Excel, Word, PowerPoint)
* Installing Windows Xp, Win 7, Win 8, Win 10

**Languages:**

* (Professional working proficiency) English
* (Professional working proficiency) Hindi
* (Native) Urdu

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|  | **IT Proficiency** |  |

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| Nationality | : | Pakistani |
| Date of Birth | : | 13th October 1991 |
| Marital Status | : | Single |
| References | : | Available on request |