****

**MEHBOOB**

**MEHBOOB.352576@2freemail.com**

***PROFESSIONAL SUMMARY/ OBJECTIVE.***

MBA -Finance with 8 years’ experience in the field of accounts & finance. Strongly embraced with values (Respect, Trust, Integrity, and Team work), Management & leadership principles and keep the concept of creating shared value (CSV) at center of everything that I do. Rich experience in the field of Finance covering all aspects of accounting, auditing and financial management etc. Managing & execution of Financial, operation & commercial aspect of market business strategies covering short term, midterm & long term vision.

**Objective** to work in an exciting and professional environment of the organization with personal development and growth possibilities and to achieve company’s goal through professional ethics, sincere commitment and hard work. Seeking challenging and High-level managerial assignments with reputed organizations.***KEY SKILLS.***

* ERP (Oracle, Peachtree).
* QuickBooks expert.
* MS Office Suite.
* Strong Communication Skills.
* Strong Organizational Skills.
* Advanced Bookkeeping Skills.
* Superior Attention to detail.
* Self-motivated Professional.
* Effective Time Management.
* Flexible Team Player.
* Relationship Building.
* Understanding your Client business.
* Passion.
* Result Oriented.
* Knowledgeable.
* Good Business Judgement.

***PROFESSIONAL EXPERIENCE.***

**SHAHMIR IMPEX (PVT.) LIMITED.**

(Polymers, PVC, Reclaim Rubber etc.)

**Manager Accounts** | Lahore, PK | January 2015 – January 2017

* Responsible for preparation and presentation of Budgets.
* Independently preparing Financial Statements (Monthly, Quarterly and Annually).
* Managing Banking Relationship.
* Cash Flow & Fund Flow Management.
* Conducting Financial Analysis and Reporting.
* Receivables & Payable Management and reviewing Ageing Analysis Reports.
* Controlling Cost and tracking all kinds of cost to the budgets.
* Reporting Performance Analysis-Product wise.
* Supervising Related Party Transactions and reviewing Inter-company reconciliation.
* Reviewing & Implementing Internal Control System.
* Liaison with internal and external Auditors.
* Timely execution of monthly closing process with precision.

**SHAHRAJ FABRICS (PVT.) LIMITED.**

(Textiles, Weaving & Garments)

**Asstt. Manager Accounts & Finance** | Lahore, PK | February 2011 – January 2015

* Scrutinize Trial Balance & Prepare Financial Statements.
* Review general ledger on a periodical basis to ensure accuracy of posting.
* Timely management reporting.
* Prepare Banking & Financial Documents.
* Day to day correspondence with banks.
* Daily Fund Management.
* Maintain Banking Relationships & Negotiations.
* Budgeting (Monthly, Annually).
* Monitor all Payables & Receivables.
* Handling Daily Banking Transactions.
* Coordinating with IT department in preparation of computerized sheets in Oracle.

**AGRO TRACTORS (PVT.) LIMITED.**

(Automobile)

**Accounts Officer** | Lahore, PK | January 2008 – November 2010

* Handling Daily Banking Transactions.
* Dealing with Macadam.
* Reconciliations with Banks, Vendor, Dealers, & Principals.
* Daily Fund Management.
* Budgeting (Monthly, Annually).
* Statements & Returns of Income Tax.

***QUALIFICATION.***

🕮 **ACCA**

 The PAC | Lahore, PK | In Progress |

🕮 **MBA (Finance)**

University of the Punjab | Lahore, PK |

🕮 **Graduation**

The Is lamia University | Bahawalpur, PK |

***CERTIFICATIONS.***

* **Customer Support Executive.**

TEVTA, GCT, Railway Road | Lahore, PK |

* **Diploma in Office Management.**

Jinnah Institute | Sargodha, PK |

* **Basic Computer Training Course.**

PITB | Lahore, PK |

***ACCOMPLISHMENTS.***

* Timely, accurate information.
* Ability to use systems productively.
* Increase collection speed.
* Reduce Bad Debt.
* Develop Team members.
* Handled and resolved the largest number of reporting discrepancies.
* Participated in training programme of PVC & Reclaim Rubber Sheets run by UET Lahore.
* Trained three new employees on accounting principles and company procedures.