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| **Muhammad**  [**Muhammad.362488@2freemail.com**](mailto:Muhammad.362488@2freemail.com) |  |

## Professional Profile

Corporate Finance & Accounting professional with ample experience in the field of Manufacturing & Trading. Highly adept at the implementation and management of International Financial (Accounting) Reporting Standard & Procedures also experience of costing, pricing (VAT), Budgeting and policies implementation.

## Employment History

**Accountant Nov 2011 to June 2014**

**Cantt Cottages (A Project of Faisal Movers)**

**Construction Company** 

**Roles and Responsibilities:**

* Implementation of IFRS along with Preparation of different kinds of vouchers (receipt vouchers, payment vouchers, petty cash vouchers).
* Analyze and monitor the overall receivables collection (Aging Report) for periodic follow-up & collection; and customer credit Policy for strict credit control and ensure that overall credit exposure is within prescribed limits.
* Processing of account payables, PDC issues to/from customers.
* Review LPO, invoices, Delivery Note and collection reports.
* Quotation rate verification, Supplier history analysis, Purchase orders & Payments.
* Managing and complete payroll process from preparation till disbursement in compliance to salary sheet.
* Analysis of company revenue and expenditure trends (P&L).
* Monthly closing of books and finalization of trail balance, profit & loss statement, and statement of financial position.
* Testing and running key financial reports over the month end period.
* Maintaining fixed asset register (building, machinery, vehicles, etc.)
* Preparation of documents related to bank transfers, advance payments issuance of cheque and liaison with banks.
* Providing guidance to management on various issues.

**Auditor Jun 2009 to Aug 2010  
M. Sajid & Company Chartered Accountants**

**Roles and Responsibilities:**

During this period carried out Audit of following Companies (Multan Chemical (PVT.) Ltd, National Chemicals (PVT.) Ltd, SOS Children Complex and White Flower Enterprises)

* Preparation of planning and strategy documents for audit engagements.
* Work as a team member to ensure audit activities were carried out in a timely and efficient manner.
* Researching and resolving audit issues.
* Drafting reports to company management identifying weaknesses in the company’s systems and controls and making recommendations for their improvement.
* Reconciled all ledgers accounts of different clients.
* Verify Cash Book, bank reconciliation statements.
* Stock taking at the end of audit period.
* Handling resolving all other relevant audit issues in order to carry out audit / tasks assigned.
* Prepared reports required by regulatory agencies and arranged for audits of company accounts and also established and maintained relations with banks and other financial institutions

## Academic Development

Ongoing professional development through courses and workshops in Finance, Costing and Computing:  
  
**2014 –16 Master of Commerce CGPA 3.28**

Major Subjects**:** Financial Management, Cost Accounting.

University of Management & Technology, Lahore, Pakistan.

**2006-08 Bachelors of Commerce**

**2004-06 Intermediate – Computer Science**

**2001-03 Matriculation – Science**

## Computer Skills

* Peachtree / QuickBooks / Tally 9 ERP
* Microsoft Office with PowerPoint

## References

Will be provided on demand.