|  |  |
| --- | --- |
| MUHAMMADMuhammad.362562@2freemail.com | Picture for CV.jpg |

# Brief Professional Profile

* **Experience**: Over (6) years of well diversified experience in the domains of Accounting, Audit, management reporting, and financial analysis.
* 2-years cost & management accountant – CMA and with sound research and study background in accounting & finance.

|  |  |  |
| --- | --- | --- |
| Accounting & financial management | IFRS/IAS &compliance | Budgeting &financial analysis |
|  Accounting Packages | MS Office | Feasibility studies & forecasting |
| Accounts finalization | Excellent communication skills | Independent decision making |

# Career Mission

To invest my professional knowledge and practical experience having strong grip on s including, QuickBooks, Peachtree, All Rounder (in house Oracle) and seeking my growth in a well-diversified and internationally EXPOSURED INVIRONMENT.

# Achievements

* Actively took part in Policy formulation at B. Braun (Pakistan) Private Limited.
* On accomplishing the assigned tasks before the deadline dates I was promoted as Accounts Officer, in B.Braun(Pakistan) Private Limited
* Awarded as an Employee of the year at B. Braun (Pakistan) Private Limited.

# Work Experience History

**General Accountant (Jan 2016 to Present)
Union Investments LLC**

**Financial & Management accounting roles:**

* Preparation & presentation of financial statements i.e., Profit & Loss Account, Balance sheet, cash flow statement& Cash budget;
* Ensuring close down procedures are complete and that reconciliations & schedules are prepared including accounting for accruals, provisions, and other intercompany adjustments;
* Preparing management reports including bank reconciliation, analysis, age analysis of accounts payable and receivable;
* Accounts receivable management by ensuring that receivables are properly and accurately recorded and that they reflect actual receivables and writing off irrecoverable debts, if any;
* Accounts payable management by ensuring that payables reflect the true value of trade obligations of the company; fill & submit the credit application form and the reasonable credit terms with suppliers.
* Dealing with banks. Liaising with the bank for day to day matters i.e. and other finance related issues.
* Petty cash Handled Petty Cash for 2 Companies.
* Salaries processed of all group through WPS.

 **Accountant (Dec 2014 to Nov, 2015)
Crystal Trading Private Limited, Pakistan.**

* Preparation & presentation of financial statements i.e., Profit & Loss Account, balance sheet cash flow statement& Cash budget;
* Ensuring close down procedures are complete and that reconciliations & schedules are prepared including accounting for accruals, provisions, and other adjustments;
* Preparing management reports including bank reconciliation, analysis, age analysis of accounts payable and receivable;
* Accounts receivable management by ensuring that receivables are properly and accurately recorded and that they reflect actual receivables and writing off irrecoverable debts, if any;
* Accounts payable management by ensuring that payables reflect the true value of trade obligations of the company; fill & submit the credit application form and the reasonable credit terms with supplier.

**Assistant Accountant (Aug 2013 to Nov 2014)
B.Braun Pakistan Private Limited, Pakistan.**

**Financial & Management accounting roles:**

* Preparation, presentation, review and analysis of financial statements and ensuring that all month-end closing tasks including, reconciliations, management reports, booking of accruals and period closing is done on time with accuracy
* Ensuring all close down procedures are complete and that reconciliations & schedules are prepared including accounting for accruals, provisions, allowances and other adjustments;
* Preparing management reports including bank reconciliation, analysis, age analysis of accounts payable and receivable;
* Accounts receivable management by ensuring that receivables are properly and accurately recorded and that they reflect actual receivables and writing off irrecoverable debts, if any;
* Accounts payable management by ensuring that payables reflect the true value of trade obligations of the company;
* Working capital management by negotiating favorable credit terms with suppliers and clients;
* Costing of Products and determined the per unit cost according to Accounting & Management Policies (FiF0 or Average method).
* Assisting in conducting the annual Audits of the company with the External Auditors of the company
* Establishing the standard sales price and **variance analysis** which kept the organization in a well profit margin.

**Prepare and monitor budgets** related to sales, materials and other expenses;

* Timely accumulation and **reporting of margins by product and division**;
* Preparation of **variance analysis** reports and investigating the reason for cost control;
* Monitoring monthly and yearly **stock taking** activities;
* Collecting operational data and making analyses reports to **forecast expenses and budgets**; and
* Evaluating production costs, gains and losses for better managerial decision making.
* Performing secretarial nature duties i.e. fulfilling the SECP requirements.

**JUNIOR AUDITOR (May 2011 to June 2013)**

 **A Aziz Chaudhary & Co . (CHARTERED ACCOUNTANT)**

As an Auditor with A. Aziz Chaudhury & Company (Chartered Accountants)

Following statuary audits were performed.

|  |  |
| --- | --- |
| Kausar Ghee Mills (Pvt) Ltd |  Manufacturing |
| Qarshi Industries (Pvt) Ltd | Manufacturing  |
| P.D.H Pharmaceutical(Pvt) Ltd | Manufacturing  |

# Professional Certifications& Academic Education

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr.** | **Certification / Degree** | **Institution / University** | **Major Subjects** | **Passing Year** |
| 1 | **CMA**–Cost & Management AccountantC:\Users\rizwan.ali\Desktop\Logos\images.jpg | ICMAP – Institute of Cost & Management Accountants of Pakistan | Managerial accounting & finance, advanced financial reporting | continue |
| 2 | **B.Com** – Bachelor of Commerce.C:\Users\rizwan.ali\Desktop\Logos\pu-logo.jpg | PU– Punjab University, Pakistan | Commerce, Accounts | 2008 |
| **Sr.** | **Skills & Abilities**  | **Proficiency Level** | **Last Used/Practiced**  |
| 1 | Word Processing | Excellent  | Currently Using  |
| 2 | ERP (Oracle Financial) | Average | Last Used |
| 3 | Spreadsheet | Excellent  | Currently Using |
| 4 | Peachtree | Excellent | Last Used |
| 5 | QuickBooks | Excellent | Practised |

**Professional Development**

|  |  |
| --- | --- |
| **Sr.** | **Workshops / Seminars**  |
| 1 | 1 month certificate in Office Management |
| 2 | Seminar on Islamic Banking |
| 3 | Attended 2 days training session on Effective Leadership |
| 4 | Attended workshop on IFRS & IAS |
| 5 | Attended a series of training session on Professional Development. |

# Other Skills

* Problem solving & analytical skills
* Presentation & communication skills
* Adaptability, team management and leadership skills

# Personal Information

Date of birth May 02, 1988
Languages known English, Urdu, and Punjabi

Nationality Pakistani
Marital status Single

Visa Status Employment visa