**Mustafa**

[**Mustafa.365885@2freemail.com**](mailto:Mustafa.365885@2freemail.com)



To obtain a position in an organization offering a professional working environment where I can enhance my skills **aligning with corporation’s goal. I have a clear, sound and logical mind with a practical** approach to problem solving

and a drive to see things through to completion.



**PROFESSIONAL WORK EXPERIENCE**

* **Armtech Business Solutions (Pvt) Ltd. – Software Co. – Karachi, Pakistan**

*Asst. Manager Accounts & Admin* ***–*** *(Oct. 2016 to Present)*

* + Monthly, Half yearly & Yearly Financial Reporting as per requirement of the management.
  + Preparation of monthly Cash Flow statement, Bank, Customers & vendors Reconciliation.
  + Ensure correctness over recording of sales & purchase invoices in order to ensure maximum accuracy in the day end business activity report.
  + Assisting HOD in preparation of the annual budget of the company as advised.
  + Liaison with external auditors and fulfillment of audit requirements.
  + Dealing with day to day Administrative affairs.
* **SAS Al-Mashreq Holding Co. LLC – Contracting Co. - Al khobar, Saudi Arabia**

*Accountant & Admin HR Personnel* ***–*** *(Nov. 2011 to Oct. 2016)*

* + Monthly, half yearly & yearly accounts accompanied with Budgeting, Cash flow and Bank Reconciliation reporting to HOD for management reporting.
  + Recording of sales & purchase invoices & maintaining PDC cheques. Proper follow-up from customers for timely payment.
  + Preparation of monthly payroll of more than 200 laborers & staff and ensuring their timely disbursement.
  + Proper and timely conduct of external audit.
  + Providing admin support to transport manager.
  + Supervising affairs of the employees pertain to Saudi labor law, medical insurance, iqama renewal and exit **–**reentry.
* **Gul Ahmed Textiles Co. – Textile Co. - Karachi, Pakistan**

*Internal Audit Officer* ***–*** *(Jan. 2009 to Oct. 2011)*

* + Assist the Head of Internal Audit in designing reports/programs as per the requirements.
  + Assist the audit department in reconciliation of physical stocks with the system.
  + Carry out inspection of the operating units where selected areas may also be checked. Special investigations, assignments, audit of branches & warehouses as per audit plan
  + Analyze the exception reports from all the systems in use and report significant points.
  + Coordinate with the Central Desk to overview their difficulties and suggest improvements in relation to the Sales and Warehouse Systems.

**FIELDS OF INTEREST**

* Accounts & Finance
* Internal Audit
* Administration

**COMPUTER WORKING SKILLS**

* Quick Book Accountancy
* Peach tree Accountancy
* Advanced Excel
* MS Office, Internet & Email Messaging

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| ****Retail Pro | (Retail Industry |
| Software) |  |
| ****E-Mass | (In-house Software |

Of Gargash Enterprises)

* A/S 2 (Audit system 2 **–** Deloitte audit software)
* Familiar to work under computerized Oracle based environment

* **Gargash Enterprises – Mercedes Benz Real Estate Division - Dubai, UAE**

*Accountant* ***–*** *(Feb. 2008 to Dec. 2008)*

* + Preparation of accounts along with internal cash flow & financial analysis for HOD.
  + Preparation of supporting audit schedules (fixed assets, investment in shares, other assets and liabilities schedule)
  + Maintain fixed assets register with Bank, customers and vendors reconciliation.
  + Maintain all PDC cheques and taking proper follow-up from customers for the new cheques against cheques return
  + **Enter all transaction of bank, petty cash voucher and JV’s in accounting software on daily** basis and performing month end closing.
  + Liaison with external auditors and fulfillment of audit requirements.
* **New Allied Mobile Communications ( LG ) – Electronics Co. - Karachi, Pakistan**

*Accounts Executive* ***–*** *(Oct. 2005 to Feb. 2008)*

* + Daily monitoring of all Pakistan sales.
  + Daily monitoring of countrywide rebates and discounts.
  + Reconciliation of Debtor balances.
  + All sorts of general / official correspondence.
  + **Analysis of dealer’s aging.**
* **M. Yousuf Adil Salim & Co. Chartered Accountants – Deloitte - Karachi, Pakistan**

*Internal Audit Internee* ***–*** *(Jul. 2004 to Aug. 2005)*

* + Prepare audit working papers, analysis and reconciliation and maintenance of working paper files.
  + Ensure accuracy and compliance of accounting standards, procedures and internal controls.
  + Supervising various audit steps: qualitative techniques, verification, vouching, tracing and physical examinations.
  + Review the work of subordinates, finalization of audit ensuring of compliance with accounting, auditing and regulatory disclosure requirements.



**EDUCATION & QUALIFICATION**

* **Institute of Chartered Accountant of Pakistan - ICAP**

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|  | **** | CA Foundation | Status Passed | 2006 |
|  | **** | CA Intermediate | Status Referred | 2017 |
| O | **University of Karachi** | | **- KU** |  |
|  | **** | Master of Economics | Status Passed **–** 2nd Division | 2009 |
|  | **** | Bachelor of Commerce | Status Passed **–** 1st Division | 2004 |
| O | **DJ Science College** | | 1st Division |  |
|  | *FSc. (Pre* ***–*** *Eng.)* | | Physics, Chemistry, Mathematics | 2001 |
| O | **Metropolis Academy** | | 1st Division |  |
|  | *Matric (Science)* | | Physics, Chemistry, Mathematics, Biology | 1999 |

**OTHER ACTIVITIES & INTEREST**

* Reading
* Chess
* Travelling & Adventure

**PERSONAL**

* 19th December 1983
* Muslim
* Pakistani
* Married
* International Driving License Holder
* Urdu, English, Moderate Arabic, Punjabi & Sindhi

**PERSONAL SKILLS**

Adaptable



Responsible



Result Oriented



Proactive