**Muhammad**

# Ammad

**Muhammad.366430@2freemail.com**

**Objective**

Qualified Public Finance Accountant with Master’s Degree in accounting and Finance having more than 7 years professional experience seeking responsible position in a dynamic and growth oriented organization to utilize strong familiarity with International financial reporting standards, International standards on auditing, different accounting software packages as well as forecasted financial statements, tax **(VAT)** registration, implementation ,compliance, audit and planning skills.

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**Experience Summary**

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| Working Capital Management Finalization of Accounts as per IFRSAccounts Receivable ManagementBank ReconciliationsStock controlPayable ManagementFixed AssetsForecasted Financial Statements | Management Accounting &ReportingInternal Audit & ControlsFinancial Analysis Budgeting & ControllingInventory ManagementPayrollAudit assessments | Tax (VAT) RegistrationTax (VAT) ImplementationTax (VAT) ComplianceAssessments of Tax impacts on transactionsFiling of Income Tax Returns, sales tax returnsHandling of Sales Tax Matters(PRA) regarding Punjab Revenue Authority |

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**Skills Summary**

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| Knowledge About ERPs, TallyGood at Spread Sheets ( MS Excel),MS Word MS Power Point | Good Practical ExposureStrong Conceptual SkillsGood Communication skillsGood at Crunching Numbers  | Time Management & PrioritizingTeam WorkingMulti-Tasking |



**Professional Experience**

**Position Held : Manager Tax, Audit & corporate**

**Organization : Asif Niaz & Co**

**Reporting to : Director**

**Duration : Jan 2015 To Jan 2017 (02 Year 01 Months)**

**Company Profile** **:** **Chartered Accountant Firm involved in Taxation, Internal and External**

**Audit, Book keeping and Corporate Matters.**

**Responsibilities:**

* Prepared and review Federal and State taxes for individuals, businesses and exempt organizations
* Performed strategic planning for taxes like Sales tax **(VAT)**, Income tax and Punjab Revenue Authority tax
* Managed all tax policies and procedures
* Served as primary contact person for clients manager
* Interacted closely with clients to provide innovative tax planning
* Provided primary and secondary review of complex tax returns of Sales tax **(VAT)**, income tax and Punjab Revenue Authority tax
* Performing tests to check financial information and systems
* Maintaining accounting records and preparing accounts and management information for businesses
* Counseling clients on areas of business improvement
* Managed corporate work with Security and Exchange Commission Of Pakistan whether companies incorporation or secretarial return filing
* Managing trainees

**Position Held : Assistant Manager Tax, Audit & corporate**

**Organization : Asif Niaz & Co**

**Reporting to : Manager Tax, audit and corporate**

**Duration : June 2014 to Dec 2014 (07 Months)**

**Company Profile** **:** **Chartered Accountant Firm involved in Taxation, Internal and External**

**Audit, Book keeping and Corporate Matters.**

**Responsibilities:**

* Assisted with tax audits
* Prepared periodic tax working papers, schedules and reports
* Maintained strong clients relations and cross-sell services within the assigned group of clients
* Filed all tax returns Sales tax **( VAT)** , Income tax, Punjab Revenue Authority Returns and collect refunds for excess tax paid
* Assisted clients with questions related to sales tax **(VAT)**, income tax, PRA, property tax filing and registration process
* Prepared tax supported documents
* Conduct tax research to support compliance and planning as required

**Position Held : Manager Accounts**

**Organization : SAFESO INTERNATIONAL**

**Reporting to : Managing Director**

**Duration : Feb 2013 – May 2014 (01 Year 04 Months)**

**Company Profile** **:** **Manufacturer, Importer & Exporter of Footwear product**

**Responsibilities:**

**Finance & General Accounting, Finalization of Accounts, Budgeting**

* Verification of the day-to-day execution of general ledger impacted processes, including support to clients/departments as they work with and understand these processes Submits reports in a timely manner, ensuring delivery deadlines.
* Ensuring accounting functions specifically in the areas of account balancing, ledger reconciliation, reporting and discrepancy resolution.
* Analyzing the monthly and yearly financial balance statements
* Maintains a strong accounting and operational control environment to safeguard assets.
* Verification of Bank Accounts & Bank Reconciliations
* Provide direction and assistance to other organizational units regarding accounting and budgeting policies and procedures, and efficient control and utilization of financial resources.

 **Accounts Receivable Management**

* Followed and checked all Purchase Orders fulfilled in CRM and ensure that ill relevant data has entered and will be received on timely basis.
* Supervised posting of customer payments by recording cash, checks, and credit card transactions.
* Supervised posting of revenues by verifying and entering transactions form lock box and local deposits.
* Protects organization's value by keeping information confidential.
* Adherence to the implemented policies and procedures related to Receivables to ensure standard processes are maintained.

**Accounts Payable Management**

* Verification Of Account Payable & Payments to Suppliers
* Scheduling of payments to contractors
* Resolved discrepancies in pricing, quantity and product descriptions between invoices and purchase orders. Worked with Purchasing Department to resolve variance.
* Contacted vendors, in coordination with Purchasing Department, in order to obtain account

information and resolve discrepancies.

**Position Held : Assistant Manager Accounts**

**Organization : SAFESO INTERNATIONAL**

**Reporting to : Accounts Manager**

**Duration : Sep 2010 – Jan 2013 (02 Year 05 Months)**

**Company Profile** **:** **Manufacturer, Importer & Exporter of Footwear products**

**Responsibilities:**

* Checking and advising all day to day business transactions with respect to their posting in Ledgers
* Preparing Monthly and yearly Balance sheet, Income statement & statement of cash flow
* Managing Bank accounts and preparing Bank reconciliation
* Reconciliation of Clients Ledgers
* Checking trial balance, general ledger and cash book
* Supervise and motivate staff
* Assist manager in organizing, planning and implementing strategies

 **Achievements:**

* Appreciated at work for proficiency in using PeopleSoft and the company’s comparative accounting system
* Proved to be one of the top employees who submitted every due report before time

**Position Held : Accountant**

**Organization : SAFESO INTERNATIONAL**

**Reporting to : Assistant Manager Accounts**

**Duration : Oct 2009 – Sep 2010 (11 Months)**

**Company Profile** **:** **Manufacturer, Importer & Exporter of Footwear products**

**Responsibilities:**

* Prepares asset, liability, and capital account entries by compiling and analyzing account information.
* Maintain purchase order processing system
* Prepare labels and maintain files as needed within the department
* Process Accounts Payable paperwork
* Preparing of cash inflow and outflow reports and cash position on daily, weekly and monthly basis.
* Preparing trial balance
* Updating general ledgers and cash book

**Achievement:**

* Received a pay rise instantly after six months and got promotion as an assistant manager accounts within a year

 **ACADEMIC EDUCATION:**

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| --- | --- | --- |
| **DEGREE** | **EXAMINING BODY:** | **YEAR** |
| Masters in Accounting & Finance | *Bahauddin Zakariya university* | *2016* |
| Bachelor of commerce  | *Bahauddin Zakariya university* | *2009* |

**CERTIFICATION**

* **Certified Public Finance Accountant** from **Pakistan institute of Public Finance Accountant**
* **6 weeks computer competence practical Training**

**PERSONAL INFORMATION:**

**Date of Birth** : 03-06-1989

**Religion**  : Islam