

**Muhammad**

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Career Objective

To contribute towards the growth and development of a dynamic organization, having opportunities to grow professionally and utilize my experience efficiently and effectively.

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| Employment History | | | |
| PAKISTAN | Jan 2014 – Till Date | **Royal Forts by Mughal-e-azam** | Senior Accountant |
| UAE | Sep 2012 – Oct 2013 | **Al Mawasem Al Fedhia Real Estate Management, Abu Dhabi** | Accountant General |
| PAKISTAN | Jun 2010 – Till Date | **British Council, Pakistan (Part Time)** | Assistant Supervisor (GCE, ACCA & IELTS) Exams Department |
| PAKISTAN | Jun 2009 – Aug 2012 | **AMAFH Group Pvt Limited** | Outsourced Accountant and Auditor |
| PAKISTAN | Sep 2005 – June 2009 | **SKP Consulting Limited** | Manager Quality Assurance |

Professional Qualification & Education

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| MBA (Banking & Finance) | *2008* | Allama Iqbal Open University, Lahore, Pakistan |
| Bachelor of Commerce (B.Com) | *2004* | University Of The Punjab Lahore, Pakistan |
| Intermediate of Computer Science (ICS) | *2002* | Board of Intermediate & Secondary Education Lahore |
| Matric (Science) | *2000* | Board of Intermediate & Secondary Education Lahore |

Summary of 11 Years experience

I am a result oriented professional with **11 years** of experience in **Accounting**, **Admin** and **Management knowledge**. Along with problem solving ability about inventory control, trains and motivates employees. I have very good command on Accounting software **Tally ERP 9** & **FOCUS** and other computer software’s specially **Microsoft Excel**, **Microsoft Word**, PowerPoint, Coral Draw and Adobe Photoshop.

**The core areas of work experience include the following:**

* Preparing business financial appraisal and income estimation reports.
* Book keeping
* Bank & supplier reconciliations
* perpetual inventory records.
* Implementation of accounting software.
* Worked on **Tally ERP 9 & FOCUS**.
* Account/bank reconciliations .
* Responsible for **Accounts Receivable & Payables**.
* Analyze business operations, trends, costs, revenues, financial commitments.

Working Experience- Detail

**SENIOR ACCOUNTANT (Royal Forts by Mughal-e-azam)**



Royal Forts is a well-established wedding halls, Marquees and event management company.

* Review on a daily basis customer outstanding and taking timely action to recover any overdue amounts, ensure that customers remain within credit limits thereby avoiding financial exposure.
* Prepare, examine, and analyze accounting records, **financial statements**, and other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards.
* Responsible for **Accounts Receivable & Payables**.
* Responsible for all bank related duties such as cheque deposit, cash deposit, cheque encashment, bank related documents receiving and any other related task for bank.
* Work on **accounting software (Tally ERP 9).**
* Maintain the general ledger of all the cash and bank transactions.
* Monthly closings and preparation of monthly financial statements.
* Prepare profit and loss statements and monthly closing and **cost accounting reports**.
* Coordinate office activities and operations to secure efficiency and compliance to company policies.
* Support budgeting and **bookkeeping procedures**.
* Supervise administrative staff and divide responsibilities to ensure performance.
* Secures financial information by completing data base backups.

**General Accountant (Al Mawasem Al Fedhia Real Estate Management, Abu Dhabi)**

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**Al Mawasem Al Fedhia Real Estate Management, Abu Dhabi**, This is a well-established group in real estate sector. They have many villa for rent purpose in Khalifa city A and also have **GAVA HOTEL** in Abu Dhabi.

* Establish tables of accounts, and assign entries to proper accounts.
* Planning and scheduling collections according to statement of accounts and according to tenants contracts.
* Collate bank statements on monthly basis for **bank reconciliation**.
* Review on a daily basis tenants outstanding and taking timely action to recover any overdue amounts.
* Monthly closings and preparation of **monthly financial statements**.
* Prepare **profit and loss statements** and monthly closing.
* Administer **accounts receivable** and **accounts payable**.
* Posting entries in **accounting software (FOCUS).**
* Account/bank reconciliations on monthly basis.
* Secures financial information by completing data base backups.

Assistant Supervisor, occasional basis (British Council, Pakistan)

 

The British Council is the UK’s international organization for cultural relations and educational opportunities. We are on the ground in six continents and over 100 countries, bringing international opportunity to life, every day.

**Worked as Assistant Supervisor – Exams Department**, leading 10 Team members, I was responsible for developing and monitoring examination rooms/halls. It's my responsibility to make sure that all the exams material is in security after and before the exam.

* Ensuring the examination room is prepared and allowing candidates into the room.
* Picking up examination material prior to the exam.
* Maintaining the security of examination materials at all times.
* To help distribute examination materials.
* To help ensure the candidates are informed of examination regulations prior to the examination commencing.
* Ensuring attendance registers are completed and given back to the exams officer.
* Dealing with candidate queries during exams.

Outsource Accountant and Auditor (Amafh Consulting Pvt Limited)

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Worked as **Outsourced Accountant and Auditor** in AMAFH Group, which is a well-established Auditing, Financial and IT Consultancy Company of high growth and a Solution Provider that focuses on delivering products and services. AMAFH Group clients benefit from a very professional service, crafted and optimized by working on multitude of assignments. This group is recognized for delivering excellent results in a diverse set of industries and economic sectors.

AMAFH is providing services to the following selected high net worth clients:

Descon Engineering Limited.

Dubai Islamic Bank

EFU Insurance Limited.

Olympia group Private Limited.

* Obtaining the knowledge of client’s business and operations, performing financial and operational analysis to identify critical areas of audit importance.
* Development of audit programs, flow charts, system notes and other audit documentation.
* Conducted audit assignments in accordance with firm’s standard requirements, International Accounting and Auditing Standards, Local laws, Pronouncements and parent company policies and procedures.
* Book keeping of outsourced clients up to finalization.
* Preparing Financial Statement (Balance Sheets, Profit & Loss Accounts, Cash Flows and Notes to the accounts)
* Payroll processing, Bank & supplier reconciliations, maintenance of perpetual inventory records and conducting physical counts.
* Implementation of accounting software.

Manager Quality Assurance (Income Estimation / Business Appraisal Dept) (SKP Consulting Limited)



Being the pioneer in providing business appraisal services more commonly known as income estimation services/ Business appraisal, SKP is now recognized as one of the well-established consulting firms.

SKP Consulting provides wide-ranging support to companies seeking to establish or grow their business in mature and developing international markets.

My job responsibilities as manager quality assurance are:

* Preparing business financial appraisal and income estimation reports of clients of different banks.
* Preparation of Balance sheet, Profit and loss, Cash flow statements and projections for next three to twelve years on the basis of existing year performance, as per bank requirement.
* Consideration of different industries parameter e.g. GP margin available in the relevant industries such as manufacturer, commercial importer, manufacturer cum exporter, traders, etc. and also consider risk factor prevailing in the relevant industry.
* Coordination with the different banks and attend meeting with their different level authorities such as product head credit analyst, policy head etc.
* Arrange training work shop to train the staff and also arranged semi-annual branch meeting at Lahore head office to trained branch staff.

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| **Behavioral Competencies** |  |
| * Idea and Initiative Development. * Collaborative, Team Player and team leading abilities. * Cultural sensitivity. | * Analytical Thinking and Problem Solving. * Information analysis and decision making. * Presentation & Facilitation. |

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| **IT Proficiency** |  |
| • **Tally ERP 9** (Accounting Software)  • **FOCUS** (Accounting Software)  • **Microsoft Excel** | • Microsoft Word  • Microsoft Power Point  • Corel Draw |