**BILAL **

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# Objective

To obtain a challenging position in which I can use my 15 years of business expertise in the corporate world to enhance a corporation’s organizational growth and development. Enhancing a corporation’s bottom-line and productivity.

# Education

## M.B.A. in Finance | 2003-2005 | University of Azad jammu & kashmir

* Major: Finance, Accounting, Management
* Minor: Marketing, Economics, Business Communications
* Related coursework: 3 Months Internship in Habib Bank of Pakistan Main Branch
* Related Coursework: 3 Months Internship in AJ&K Bank.

# Experience

**Accountant (Using SAGE 300 Database)**

**Fashion Union (Visage Group) Manchester United Kingdom, (DEC 2012 to MAR 2017)**

* Fully responsible to carry out all financial activities of individuals and corporations and achieve targets of the company.
* Interaction with debtors and creditors related to LPOs, timesheets, quotations, invoices, inquiries and recovery. Review and prepare budget, revenue, expenses, invoices, and other accounting documents.
* Review master budget, department budgets, sale budget, reviewing and revising budgets on quarterly basis in coordination with department managers.
* Dealing with accounts receivables in coordination with collection officer to meet monthly collection targets.
* Dealing with accounts payables making sure that all payments are timely made and cleared by banks to avoid any extra dues.
* Responsible for setting up all direct debits and cancelation when required updating biweekly basis.
* Compiled and analyzed financial information to prepare financial statements including monthly and annual accounts. Resolved accounting discrepancies.
* Making payments and receipts of invoices, and maintaining company accounts.
* Developed procedures and accurate implementation of the recording, classifying, and summarizing of daily financial transactions. Managed the cash flow of the entity as well.
* Compiled and analyzed financial information to prepare entries to accounts, such as general ledger accounts and document business transactions.
* Prepared staff salary & overtime, review reconciliation of payroll & bank accounts on monthly basis to ensure data accuracy.
* Monitoring record and analyze the report for all invoicing activities with results and issues.
* Supervised the input and handling of financial data and reports for the company's automated financial systems (including all MIS reports, receivable/payable, financial reports, P/L A/c & Balance Sheet and staff payroll).
* Monitored and reviewed Accounting and related system reports for accuracy and completeness using Peachtree Accounting Software.
* Customers & Sales, Vendors & Purchase, Inventory & Services, Employees & Payroll
* Maintain and update all Fixed Assets and depreciation of Plant & Machinery annually.

**Finance Coordinator- ROVING - Pakistan (Using ProAbis Database)**

**Johanniter International Assistance (German), January 2003 TO JUNE 2012**

* Started as Finance Intern in 2003
* Promoted as Finance Officer in 2005
* Promoted as Senior Finance Officer in 2008
* Promoted as Finance Coordinator in 2010

**Job Description**

* Managing cash /bank transfer for all projects, approving all verified bills/Invoices.
* Reviewing and submitting staff salaries according to project.
* Review procurement payments and prepare cheques and bank transfer letters.
* Review of monthly cash box reports of JUH office.
* Review monthly financial report of ProAbis accounting software.
* Coordinating with admin team to arrange accommodation and travel for the participants.
* Managing administration team absence of administrator.
* Compilation / Review of hard copies of financial reports for donors.
* Revising budget on quarterly basis & Supervising all finance staff at Head Office.
* Maintaining of Tax, PRF and Project files.
* Compilation of hard copies of monthly financial reports for donors.
* Collection & compilation of tax record (GST and withholding tax on salary and other than salary)on bi-monthly/monthly basis from all projects.
* Reviewing of tax files to FBR on biweekly/monthly basis.
* Maintaining of **ProAbis** reports in copies on monthly basis.
* Responsible to implement Johanniter finance policy.
* Responsible to sit with auditors of donor project to assist them in audits until now facilitate more than 40 donor project/ annual (Internal/External)/ partner assessment by donors.

# Skills & Abilities

* Finance- Accounts Payable/Receivable, Budgeting, Cash flow, Taxation
* Administration, Team Building, Training and Orientation
* Efficient in ERP databases like SAGE, ProAbis, SUN
* Excellent Communication and Interpersonal Skills
* Effective Management and Organizational Skills