

**NAME:** **Syed**

Position: **Senior Accountant / Accountant**

Experience: **12 Years**

Educational Qualifications: **MBA (Finance)**

Key Skills: **ERP Oracle EBS, Accounting Software (Peachtree/ Tally/ Quick Book) & MS Office including Advanced Excel.**

Current Location: **Dubai, UAE**

Email: **syed.383009@2freemail.com**

**Objective:** To become an indispensable assets as Finance Professional of an organization with integrity & professionalism and working mutually towards organization goals.

**Summary of Career**

* 12 years of professional experience in Manufacturing Sector in the areas of Payable, Receivable & Banks Correspondence, and Reporting accompanied by other diversified exposure related to Accounts & Finance.
* I’m MBA (Finance) Qualified since 2009 from Karachi, Pakistan. In addition to this, having Final level of “Public Finance Accountant” (PFA) from Pakistan Institute of Public Finance Accountant (PIPFA).
* Proficiency in various applications including ERP Oracle E-Business Suite (R-12.1.3), Microsoft Office Software, Accounting Software (Peachtree/ Tally/ Quick Book), Advanced Excel and internet.
* Excellent Communication Skills/ Target Oriented/ Problem Solving / Creativity.

##### Major Roles in Various Organizations

**Assistant Manager** in ARTISTIC MILLINERS (PVT) LTD, (Pakistan) (02 years & 08 months) Jan 2016 – Aug 2018

**Senior Accountant** in M.N TEXTILES (PVT) LTD, (Pakistan) (01 year) Jan 2015 – Dec 2015

**Accountant** in SAFE MIX CONCRETE PRODUCT LTD, (Pakistan) (02 years) Jan 2013 – Dec 2014

**Accounts Officer** in AGRO PROCESSORS & ATM GASES (PVT) LTD, (Pakistan)(03 years & 06 months) July 2009 –Dec 2012 **Assistant Accountant** in ATM INDUSTRIES (PVT) LTD, (Pakistan) (03 years) July 2006 –June2009 (Details on Next Page)

##### Educational Qualifications

Master of Business Administration (MBA) in Finance - PAF-KIET, Karachi, Pakistan 2006 - 2009

Bachelor of Commerce (B.Com) - University of Karachi, Karachi, Pakistan 2002 - 2004

Intermediate of Commerce (I.Com) - Board of Intermediate Education, Karachi, Pakistan 1999 - 2001

##### Computer / Software / Key Skills

* Proficiency in various applications including ERP Oracle E-Business Suite (R-12.1.3), Microsoft Office Software, Accounting Software (Peachtree/ Tally/ Quick Book), Advanced Excel & the Internet.
* Excellent Communication Skills/ Target Oriented/ Problem Solving / Creativity
* Capable to lead the team and handle day-to-day operations as per Company SOP
* Excellent follow-up skills and the ability to handle pressure and deadlines

##### Employment Records

**ARTISTIC MILLINERS (PVT) LTD**

(Manufacturer & Exporter of Yarn, Denim Fabric, & Fashion Garments)

(16 Business Units of Spinning, Denim, & Garments Division)

Company Strength: 18,000-20,000 Employees

**(Assistant Manager)** **Jan 2016 – Aug 2018**

Essential Job Functions

Presently deputed at AM06 Unit as Unit Head; having around 2300 strength of employees.

* Managing & leading the Accounts Dept. & monitoring the day-to-day operations & maintaining policies and procedures for the company.
* Checking all Payable Vouchers having volume about 3000 (such as Suppliers bills, Petty Cash, Full & Final Statement, Loan, & other payments) and reviewing them for appropriate documentation & approval prior to payment in accordance with Standard Operating Procedure (SOP).
* Proceeding & signing payroll summary sheet and dealing with Banks regarding Cash Arrangement/ Bank Accounts and coordinating with H.R & Admin Dept. regarding disbursement plan. In addition to this, providing fully supervision to Cash Team during Salary/Advance Disbursement.
* Assisting in performing monthly physical stock checks including WIP Production & reporting variances if any to the Management. Furthermore, observing Consumption Reports (i.e. Department wise & Store wise) and making comparison report for the last six months period in order to see Trend/Variance/ Leverage of the current month.
* Making monthly analysis & provisions of the expenditures side of the Trial Balance.
* Monitoring various reports like Prepayment, Payables Controlling reports, Daily Cash Position, WIP, Local Cash Purchases, Fixed Assets, Payroll Reconciliation, Waste Sales, Loan and others reports as needed. Moreover, Closely Monitoring Inter-Unit Inventory Transfer Reports between Business Units in order to close them on reconciled position.

**M.N TEXTILES (PVT) LTD**

(Manufacturer & Exporter of weaving, Dyeing, Printing & Apparels Fabric)

**(Senior Accountant)** **Jan 2015 – Dec 2015**

Essential Job Functions

* To manage the department of accounts payable & the functions related to purchase ledge efficiently.
* Checking & reviewing invoices with all supporting evidence and Approving A/P voucher through ERP Oracle software & manually.
* To follow up Payments with Department Heads & Coordinate with more than 150 Suppliers of the company and managing more than 700 Payments of the company on monthly basis.

**SAFE MIX CONCRETE PRODUCT LTD (Arif Habib Group of Companies)**

(Manufacturer & Supplier of Ready mix Concrete)

**(Accountant)** **Jan 2013 - Dec 2014**

Essential Job Functions

* Responsible for handling the payment cycle of the Company (i.e. from recording of bills payable to Payment to Trade Creditors) through A/P Voucher, Bank Payment Voucher and Making draft Payment plan for Manager Finance via Aging of Accounts Payable.
* Updating the Bank position and Preparation of Bank Reconciliation on daily basis.
* Assisting the Manager Finance in preparation of Planning & Budgeting of monthly Cash Flow.
* Making necessary adjustments to the trial balance including Salaries J.V + Debit/ Credit Note via Qty. or Price difference to reflect correct amount of payables / receivables/ expense or income.
* Handling Cash Payment through Petty Cash.

**AGRO PROCESSORS & ATMOSPHERIC GASES (PVT) LTD**

(Manufacturer of “SOYA SUPREME” Cooking Oil, Banaspati & Margarine Products)

**(Accounts Officer)** **July 2009 – Dec 2012**

Essential Job Functions

* Issuing Invoices as per delivery orders & preparing A/R Vouchers & Bank Receipt Vouchers.
* Maintaining customer ledger & Issuing Credit/Debit memos if required.
* All significant Accounts tasks desired / any other job assigned by immediate Supervisor.

**ATM INDUSTRIES (PVT) LIMITED**

(Manufacturer of Disposable Plastic Products)

**(Assistant Accountant)** **July 2006 – June 2009**

Essential Job Functions

* Preparing Sales invoices & maintaining customer ledger.
* Preparing Bank Reconciliation Statements.
* Recording daily routine transactions.

##### Personal Details

Marital Status: Married

Date of Birth: 06-March-1984

Language: English & Urdu

Religion: Islam

Nationality: Pakistani