|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  | QAZI | | |  |  |  |  |  |  |  |
|  | Professional Summary | |  | |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  | A highly motivated and result-drive n Associate Manager Audit who has over 19 | | | | | | | |  |  |  |  |  |  |  |
|  | years valuable experience in leading | | | | & developing a successful team, offer a rich | | | |  |  |  |  |  |  |  |
|  | blend of accounting, operations, strategic, administrative and leadership skilled in | | | | | | | |  |  |  |  |  |  |  |
|  | numerous financial and accounti ng | | | | field, including preparation of financial | | | |  |  |  |  |  |  |  |
|  | statements, preparing of budget, monitoring key accounts and credit control. | | | | | | | |  |  |  |  |  |  |  |
|  | Having the ability to handle complex assignments effectively & possessing the | | | | | | | |  |  |  | | |  |  |
|  | confidence to work as part of a t eam or independently. Looking for a suitable | | | | | | | |  |  |  |  |
|  | opportunity position with a forward thinking company where I can excel, deliver & | | | | | | | |  |  | [Qazi-393204@2freemail.com](mailto:Qazi-393204@2freemail.com) | | |  |  |
|  | achieve potential. | | | |  |  |  |  |  |  | Visa 27-Sep-19 | | |  |  |
|  |  |  |  | | | | | |  |  |  | Deira Dubai. | | |  |
|  |  |  | (Restaura nt & Shopping Mart) | | | | | |  | Short Summery | | |  |  |  |
|  |  |  | Accounts Supervisor (Part time) | | | | | |  |  | |  |
|  |  |  |  |  | |  |  |
|  |  |  |  | Jun-19 - to date | | | | |  |  | MBA (Finance) | | | |  |
|  |  | Overview all the daily transactions after posting the closing entries. | | | | | | |  |  |
|  |  |  | CFMA | | | |  |
|  |  | Purchase & sales monthly reports, & maintain ledgers. | | | | | | |  |  |
|  |  |  | Finance, Accounting | | | |  |
|  |  | Sales report daily basis, Reconciliatio n, bank, debtors, & creditors. | | | | | | |  |  |
|  |  |  | 19 Years+ | | | |  |
|  |  | Documentation with banks, & vendo rs. | | | | | | |  |  |
|  |  |  | MS Word, Excel | | | |  |
|  |  | Balance Sheet management and reconciliations | | | | | | |  |  |
|  |  |  | Tally, | | | |  |
|  |  | To prepare weekly, monthly, budgets and forecasts | | | | | | |  |  |
|  |  |  | QuickBooks | | | |  |
|  |  | Preparing and checking Task Orders for submission to customer systems | | | | | | |  |  |
|  |  |  | Oracle ERP | | | |  |
|  |  | Responsible for presenting budgete d and forecasted costs | | | | | | |  |  |
|  |  |  |  |  |  |  |  |
|  | Providing support to Management i n preparing reports, presentation requirements | | | | | | | |  | SKILLS | | | | |  |
|  |  |  |  |  | | | | |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  | Audit | | | |  |
|  |  |  | (Charte red Accountants) | | | | | |  |  |
|  |  |  |  |  | Compliance | | | |  |
|  |  |  | Associa te Manager Audit | | | | | |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  | Ap r-17- Apr-19 | | |  |  |  |  | Financial Statement | | | |  |
|  |  | Outsourcing/identify opportunities, Team Leading | | | | | | |  |
|  |  |  | Financial analysis | | | |  |
|  |  | Prepare audit strategy & plans, executing audits and also ensuring budgeted recovery | | | | | | |  |  | Financial Reporting | | | |  |
|  |  | Internal Audit, Reconciliation of pay ments, stocks, Markup, FC Values, Fixed Assets | | | | | | |  |  | Cash Flow Statement | | | |  |
|  |  | External Audit, examining company accounts and financial control systems | | | | | | |  |  | Budgeting | | | |  |
|  |  | finalize trail balance, & Final accoun ts, | | |  |  |  |  |  |  | Fund Management | | | |  |
|  |  | Coordination with coworkers, to con sistent service in Taxation, Income Tax, Sales Tax, | | | | | | |  |  | Depreciation and | | | |  |
|  |  | SECP. Prepare projections, Deal with banks on behalf of client for loan. | | | | | | |  |  | amortization, | | | |  |



* Service multiple clients concurrently, often meeting deadlines.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Achievements | | |  | Book Keeping |
| Increase the revenue by 30%. Imple mented the internal policies | | |  | Double Entry System |
|  | | |  | Accounts Receivable |
| (Know n Textile Group) | | |  | Accounts Payable |
|  | Internal Auditor | |  | Accounts |
|  | Ma y-13- Mar-17 |  |  | Reconciliation |
| Ensure the Implementation of company policies. | | |  | Bank Reconciliation |
| Verify/check payments, purchases, & Revenue receipts, | | |  | IFRS Knowledge |

* Coordination with audit firms, for p reparation of financials, quarterly, half yearly, and

|  |  |  |
| --- | --- | --- |
| annually. Preparation of projections for different projects. |  | VAT |
| LC documentation, communication with foreign supplier & transporters, follow up till |  | Sales Tax |
| delivery and payment -Group. |  | Communication |

* Calculation of Markup, & its recon ciliation. Calculation of Closing Stock. Stock take at

|  |  |  |  |
| --- | --- | --- | --- |
|  | every monthly/quarterly/yearly |  | Analytical Skill |
|  | CEO portfolio management in share s, reports. |  | Management |
|  | Achievements |  | Accounting |
| Reduce the cost from 15-20 %, by co nversation with vendors, by comparing the cost. | |  | Communication with |
|  | Develop of new IT system, Oracle ER P. Modules financials, Inventory, & HR |  | Client |

* Implemented government policies, e .g. Income Tax, Sales Tax

|  |  |  |  |
| --- | --- | --- | --- |
|  | Collected refund from Govt. depart ment amount to Rs. 50 (m). |  | Payrolls |
|  | Increase Exports by support marketing department. |  | Documentation |

(Known Textile Group)

Financial Accountant

Jan-11- Apr-13

* Deal with Group finance
* Book Sale (Foreign Currency reve nue), commission, loan, markup
* Handle all product of loans, Pre shipment, & post shipment loans, in local currenc y and in FC Value, Fe-25, FAPC, FAFB, Part-I, Part-II, LTF, R /F
* Calculation of gain on receipts of Foreign Currency, markup on local currency an d in FC & its reconciliation

with banks

(Public Accountant & Tax Consultants)

Sr. Accountant

Sep-00- Dec-10

* Coordinating the seniors with different teams, finance, audit, and accounting.
* Collaborating with these teams to work on various accounting projects
* Reconciliation of Banks, Stocks.
* Prepare financials, for tax authorizes & management.
* Post entries in tally, in quick boo k, in FoxPro, and in Oracle ERP.
* Submission of Income Tax Return s, Sales Tax Returns, Wealth Tax Returns, Wealth Statements.
* Practice and control the documents for authorities (Tax, & SECP)

Achievements

* Interact with customers, to retain the customer, Development of new IT system, Recovery of refund in all cases of Income Tax, & Sales Tax
* Increase revenue by support marketing department

(Known Broker)

Assistant Accountant

Sep-99- Feb-00

* Coordinating the seniors/mana ging accountant and wider finance team
* Collaborating with these teams to work on various accounting projects
* Processing payments and invoices accurately and within expected time periods, and reports
* Post accruals & prepayments
* Post Daily bank receipts, payments, Bank reconciliation, posting and balancing
* Prepare monthly salary/wages s heet,
* Manage petty cash daily basis
* Set up new suppliers on accounting software
* Reports on debtors and creditor s
* Performing reconciliations of accounts

Training

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Organization Name | | Pe riod |  | Designation |  | Duties |  |
| Yaqub & Co. | | Mar-00- Jun-00 Training / Assistant | | | | Post entries a ll accounting cycle |  |
| NBP |  | 1997 |  | Training | | Verify manua lly ledger and post entry |  |
|  |  | in register |  |
|  |  |  |  |  |  |  |
| Academic Qualification | |  |  |  |  |  |  |
| Degree | Specialization | Year | University / Establishment | | | |  |
| MBA | Finance | 2015 | Virtual University of Pakistan, Lhr | | | |  |
| B. Com | Commerce | 2000 | University of the Punjab, Lahore | | | |  |
| Professional Certification / Skill | | |  |  |  |  |  |
| Title |  | Year | University / Establishment | | | |  |
| Project Management | | 2017 | Virtual University of Pakistan, Lahore. Pakistan | | | |  |
| CFMA |  | 2015 | Society of Accounting Education, Lahore. Pakistan | | | |  |
| DCS |  | 2000 | British Computer College | | |  |  |

Hobbies / Social / Other Activities

Reading Books and Using Internet, Member of Mohallah Sangatm , Watch Documentary about animals

Personal Information

|  |  |
| --- | --- |
| Marital Status | Married |
| Nationality | Pakistan |
| Reference |  |
| Will be provided on demand |  |