

Muhammad

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# objective

I am interested in a senior level position in Accountancy and Finance wherein years of extensive experience in this field will be fully utilized. I wish to contribute my knowledge of various processes and methods to profit the company wherein I can further my professional advancement. 

# AREAS OF EXPERTISE

|  |  |  |
| --- | --- | --- |
| * Operational Management | * Budgeting & MIS | * Excellent Analytical Skills |
| * Planning and execution of the plans * Merchandising | * Control Systems Design & Implementation | * Good Interpersonal Skills * Cost Control |

# experience

* Oversee daily operations of the finance department.
* As primary legislative liaison relative to company financial issues.
* Oversee financial management of foreign operations to include developing financial and budget policies and procedures.
* Direct and coordinate company financial planning and budget management functions.
* Recommend benchmarks for measuring the financial and operating performance of divisions and departments.
* Monitor and analyze monthly operating results against budget.
* Direct and coordinate debt financing and debt service payments with external agencies.
* Managing Accounts payable, Accounts receivable, Treasury, Cash Management, accruals, monthly closing, rectification of accounts etc.
* Manage the preparation of the official annual report of actual revenues, transfers, and expenses.
* Manage the preparation of financial outlooks and financial forecasts.
* Prepare financial analysis for contract negotiations and product investment decisions.
* Work with department managers and corporate staff to develop long term business plans for the company.
* Establish and implement short- and long-range departmental goals, objectives, policies, and operating procedures.
* Design, establish, and maintain an organizational structure and staffing to effectively accomplish the department's goals and objectives.
* Serve on planning and policy-making committees.
* Serve financial audits and provide recommendations for procedural improvements.
* To analyses monthly cost center report and enquire the depts. regarding the variances as and when required.
* To coordinate with tax consultants and ensure corporate tax submission on monthly, quarterly and annually.

# job history

Kittco Contracting Company Aug 2016 to present

Qatar

**Internal Auditor (Group)**

Abdul Ghafoor Mangi Law Associates Dec 2016 to Jul 2016

Pakistan

**Finance Manager**

International Ports Services Co. Ltd. Mar 2012 to Nov 2015

Dammam Container Terminals Dammam –Saudia Arabia

(The port operations of the Hutchison Whampoa Limited-Hong Kong)

**Accounting Supervisor**

Tamouh Investment LLC- Paragon Malls Feb 2011 to Mar 2012

(The Royal Group)

Abu Dhabi – United Arab Emirates

**Accountant**

Abu Dhabi Terminals (Mina Zayed) Jul 2006 till Jan 2011

(Managed by Abu Dhabi Ports – UAE)

Abu Dhabi - UAE

**Senior Financial Accountant**

Karachi International Container Terminal Ltd. (KICT) Jan 1999 - Jul 2006

(The port operations of the Hutchison Whampoa Limited-Hong Kong)

Pakistan.

**Accounts Officer**

Mass Apparels & Fabrics (Pvt.) Limited Jan1996 - Dec 1998

Pakistan

**Assistant Accountant**

# education and achievement

CFE - Certified Fraud Examiner – USA (pursue)

MBA (Banking and Finance) – Pakistan

Bachelor of Commerce – Pakistan

# SKILLS

Professionally skilled in:

Operational Management / Analyzing / Decision-Making

Industrious and self-motivated approach towards any work environment, with good leadership and time management skills

Good oral and written communication abilities.

Computing Skills:

MS Office (Word, Excel, Access, Power Point Internet Explorer and Outlook)

Operating Systems: Windows XP, Windows Vista

Tally Financial Accounting Package

**Maximo , ICAM , NAVIS**

Diploma in Computer Science from Petroman Training Institute Karachi (Ministry of Production, Pakistan), (Oracle FoxPro, C)

Extensive use of MS Office (Excel, Word and Power Point) for generating management reports

**Implementation of Oracle Financials (ERP)-Team Lead**

Working knowledge on **Oracle Financials** (Account Payable Module, Accounts Receivable Module, Fixed Assets Module, Cash Management Module, General Ledger Module)

Working knowledge on **SAP- FICO**

Certificate course of MS Excel Power User from Vanguard Training Institute for Professionals, Karachi, Pakistan

Certificate in Business English form Institute of Business Administration (**IBA-Karachi, Pakistan**)

# LANGUAGES

English (Read, Write, and Speak), Urdu (Read, Write, and Speak) & Arabic (Basic)

# personal details

Date of Birth : 21 Aug 1974

Marital Status : Married

Nationality : Pakistani

Gender : Male

# REFERENCES

Available on request