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| **An Experienced Master in Commerce Accountant with successful carreer spanning over 7 Yrs**. |
| Key Skills: Financial Accounting| Auditing Financial Management| Cost Management & Control |

**Objective**: Seeking a challenging & learning environment in a dynamic organization with the aim to contribute towards organizational success by enhancing ethical and competency standards, and to perform consistently while meeting management expectations.

 **Professional Competencies**

* Management Reporting
* Financial Analysis
* Budget and Variance analysis
* Team Management
* Accounts Payable/ Reconciliation
* Financial Reporting
* Performance Analysis
* Interpersonal Skills

**PROFESSIONAL EXPERIENCE**

**Allied Bank limited** *December 2010 to date*

**Punjab, Pakistan.**

**Position: Assistant Accounting Manager**

I am Working as an Assistant Accounting Manager and managing the books of accounts along with management specific reports.

**Key highlights**

* Preparation of in house financial statements for presentation to board of directors, top management, bankers and other statutory bodies;
* Preparation of various management reports, detailed variance analysis for the company and providing prompt responses to any queries of the top management, as and when desired;
* Reconciling all the bank books with the bank balances along with the reconciliation of all the other ledgers and resolving any inconsistencies identified;
* Perform cost tracking, monitoring and controls. Review approves payment vouchers & journal entries;
* Ensuring consistent application of accounting policies and procedures across the company and maintenance of sound internal control systems within the group, along with timely closing of accounts;
* Coordination with the external auditors for the company statutory requirements and conducting the annual external audit;
* Preparing & reviewing:
1. Branch wise Profitability
2. Broker error report
3. Aging analysis of receivables and payables
4. Fixed asset schedule
5. Budget
* Handling the correspondence of company with different organizations incl. Banks, Law firms, External Auditors, Suppliers & Customers in variety of mediums incl. drafting of letters, e-mails, etc.

**Fashion Embroidery Private limited.** *January 2006 to December 2010*

**Chief Accountant:**

Responsible for managing the finance and accounting fuctions of the factory. Direct all financial and costing reporting; product costing, manufacturing variance analysis, product margin analysis. Negotiated the best vendor terms, pricing,executed cost reductions.

**Essential Functions:**

* Reporting to the Financial Controller and Chief Executive of the company.
* Managing a accounts and finance team of the factory.
* Arrangement of bank facilities, working capital finance, letter of Credits and other facilities including loans, guarantee, operating and financial leases.
* Preparing and monitoring Budgets and reporting variance analysis.
* Supervised activities covering materials and production costs, costs of sales, product development, overhead, maintenance the inventory system with integrity and standardization.
* Negotiated the best vendor terms, pricing and delivery based on specific budget and schedule requirements needed to keep production supplies maintained.
* Preparation of annual financial statements; Income Statement, Balance Sheet, Cash Flow Statement of the company.
* **Key accomplishments:**
* Formulation & Implementation of purchase policy of the organization.
* Secured finance lease of $3.5Million for procurement of Swiss Laser Machines.

**EDUCATION**

 **M.Com. Banking &Finance** Superior University Lahore (2009)

**B.Com.** University of Punjab (2006)

**FSc. Pre-Medical** Board of Intermediate & Secondary Education, Faisalabad **(**2004)

**Matriculation** (Science)Board of Intermediate & Secondary Education, Faisalabad (2002)

**SKILLS**

* Practical kowledge of preperation of financial statements in compliance with applicable accounting standards.
* Internship training for 6 months Pakistan Fruit Juice Company manufacturing concern.
* Command over Microsoft Office, MS Excel
* Command over inter personal skills.
* Command over corporate laws and regulations.
* Fluent in English, Urdu.
* Capability in identifying and preparing MIS reports

**AWARDS& SEMINARS**

* Scored a CGPA of 3.83 throughout M.Com and received a merit certificate.
* Attended seminar on customer service concepts.
* A range of Seminars organized by Punjab University.

**PERSONAL DETAILS**

Marital Status: Unmarried

Gender: Male

Religion Islam

Nationality: Pakistani

Date of Birth: February 8, 1987

Visa Status: Visit Visa