KASHIF

**M.B.A** (Banking & Finance**) +** Twelve (12) years Professional experiences

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Objective:

Seeking challenging and rewarding middle level position in Finance, Admin, HR and related functions across multinational or local organizations, demanding high standards of quality and precision and providing opportunities to amalgamate my personal enrichment with professional goals.

Professional Summary:

I am passionate, enthusiastic and dynamic professional with **twelve (12+) years of diversified experience** and broad exposure in all aspects of **Finance**, **Administration, HR, Procurement and Operations.** I hold **MBA (Islamic Banking & Finance)** and **Bachelor in Commerce** degree. Proficient in using **Microsoft Office Suite, Microsoft One Note,** **Sage ERP 300, Tally, Quick Book, Networking** and other computer applications.

Key Competencies and Skills:

* Finance
* Budgeting
* Leadership
* Coordination
* Internal Audit
* Administration
* Payroll management
* Public Relations
* Tendering & Proposals
* Filing and E-Filing Skills
* Operation Management
* Team Management
* Site Supervision
* Staff Motivation
* Procurement

Professional Experience:

(Oct, 2016 to Dec, 2018)

Worked as an Accountant in Center. It’s wholesale dealer (Silk Importer) in Rawalpindi, Pakistan.

(Sept, 2014 to July 2015)

Worked in P.W Nigeria Limited as Chief Accountant (Admin and HR Incharge) at Abuja Nigeria. It’s an Irish Multinational Company engaged in the Construction Business for more than 40 years in Nigeria.

**BORINI PRONO & CO (NIG) LIMITED** (May 2009 to June 2014)

Worked as Site Chief Accountant, (Admin and HR Incharge) Edo State, Ekiti State, Kogi State and Kaduna State with Borini Prono & Co. Nigeria Limited It’s an Italian Multinational Company engaged in the Construction Business for more than 65 years in Nigeria.

**Job Responsibilities**

* Supervision of all Financial Receipts & Payment Vouchers related to Site Expenses.
* Working capital report Weekly bases.
* Cash & Bank Vouchers for accruals and adjustments.
* Supervision of weekly & monthly Cash and Bank reconciliation.
* Maintaining and providing records for Internal audit.
* Maintaining complete Financial Accounting Records (Filing &Backups)
* Preparation of periodic reports for management information purposes.
* Preparation of Prepayments and payables/receivable reports.
* Preparation of ACR /Increments/ Performance reports for the local Staff.
* Staff payroll and related Issues for local Staff.
* Meeting with Government /State Officers for Project Payments.
* Handling Immigration related Issues for the Expatriates Staff.
* Arrangement of logistics (boarding, lodging and Travelling) for expatriates staff.
* Preparation of annual leave plan and replacement duties for expatriates staff.
* Procurement for office and site related Materials.
* Visit for Government officials for follow-ups and Payments.
* Surprise site visits for Stock Taking and other site related Issues.

**FAUJI FERTILIZER COMPANY (LTD.)** (Dec 2004 to May 2009)

Worked as Finance Assistant in Financial Reporting (FR) Section - Finance Department of FFC, the largest fertilizer manufacturer of the country.

**Job Responsibilities**

* Preparation of payment vouchers for payments related to FR section.
* Journal Voucher preparation for accruals and adjustments.
* Maintenance of subsidiary ledgers of FFC – Head Office.
* Preparation and dispatch of monthly Debit/Credit Advices to various FFC locations and group companies for reconciliation of current account.
* Fixed Assets Code generation for newly procured assets.
* Carrying out physical verification of Fixed Assets as a team member.
* Coordinating with the company auditors in carrying out statutory audit.
* Preparation of activity reports for FR section on monthly, quarterly, half yearly and annual basis highlighting the section activities.
* Preparation of various reports/ presentations for management information purpose.

**PAKISTAN ADAM MOTORS** (Mar 2003 to Nov 2004)

Worked as an accountant with authorized 3S dealers from Adam Motors Company (Pvt.) Ltd. Manufactures of pickup Trucks, Vans, Jeeps and Others verity of vehicles along with Services & Spare parts.

**CAPITAL INVESTMENT & SECURITIES** (Mar 2001 to Feb 2002)

Worked with authorized and registered Brokerage House in Islamabad Stock Exchange (Guarantee) Ltd. One of pioneer brokerage house in Islamabad Stock Exchange (Guarantee) Ltd. Pakistan

## **Academics and Professional Qualifications**

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Masters Business Administration (**Banking & Finance)** 2006 Pakistan

Bachelor in Commerce **(B.Com)** 2000 Pakistan

Higher Secondary School Certificate 1997 Pakistan

Trainings / Services/Skills

* Internship certificate from Amir Alam Khan & Co. Chartered Accountant Pakistan.
* Automatic gear light vehicle driving license (Pakistan, Nigeria)
* Students of “Islamic Banking and Finance, Institute of Islamic Economics, Mohi-du-din Islamic University, Islamabad Pakistan.
* Organized official trips and Lunch /Dinners as chief organizer.
* Arrangement of logistics (boarding, lodging and Travelling) for expatriates staff.
* Preparation of annual leave plan and replacement duties for expatriates staff.
* Fluent in English, Urdu and Punjabi.

IT Skills

Proficient with the use of **Oracle Financial, Sage 300 ERP, Microsoft Office Suite, Microsoft One Note, Networking** and other computer applications.