FURQAN

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Visit visa validity: 1st March 2020

**CAREER SUMMAY**

Resourceful accounting professional with 10 years of experience in financial planning/analysis, management of cash, other tangible assets and designing efficient quality control procedures and maintaining sound internal controls. Excellent track record of External/Internal audit preparation and reporting. Detail oriented accountant effectively maintaining accurate accounting information for large-scale financial organizations. Solid track record of being part of/leading financial teams to manage diverse financial functions, tax management including VAT and financial reporting.

**CAREER PROFILE/KEY SKILLS**

**Regulatory Compliance(**IAS, IFRS & other**)** **Meeting deadlines for all tasks**

**Financial analysis**(statement preparation/review) **Book keeping**

**Financial Planning** **Day to day accounting updates**

**Project Accounting Tax accounting specialization (Avoidance)**

**Asset Management Expertise in accounting software (ERP)**

**Cash Management (**Collections, Flow & analysis**) Accounts/Bank reconciliation specialist**

**Account Payable/Receivables Tax law understandings/Applications**

**Corporate tax Monthly payroll accounting**

**VAT Accounting (Input/output/filing return) General ledger accounting**

**Internal control Cash/Bank handling with 100% Accuracy**

**Letter of Credit (**LC opening to maturity**) Quick Book + Tally (Latest version) + Peach Tree**

**Liability Management MS Excel**

**Operating Budget** (preparation/review/comparison) **Invoices (input +output) coding / Checking**

**Operational Audit (**with approved parameters**)** **Expense tracking**

**PROFESSIONAL WORK EXPERIENCE**

**Organization:**

**A leading and well known Hospital in Asia likewise Rashid Hospital in Dubai UAE.**

**Designation: Sr. Accountant**

**Tenure : from April 2012 to December 2019**

**Responsibilities:**

* Handled day-end, month-end and year-end finances by merging and reporting fixed asset and other data.
* Partnered with auditors to prepare yearly audits and ensure compliance with government tax guidelines.
* Created quarterly, semi-annually and annually budget worth over PKR1000 Million for 20 different departments.
* Reviewed Budget, including capital appropriations and communicated findings to senior management.
* Implemented use of accounting software to enter project and other data, analyze and track budgets, evaluate project cost and monitor performance trend.
* Reviewed documents and accounts for discrepancies and resolved variances further reported to OPEX and CAPEX of the respective department.
* Reconciled Petty Cash, Bank and other GL Accounts and created documents for monthly closure procedures.
* Supported monthly closing activities, including preparing journal entries and reconciliation.
* Ensured the compliance of Accounting Policies procedures.
* Maintained Accounting Control by establishing and recommending Policies and procedures.
* Prepared staff payroll (with the adjustments of leave with/without pay, overtime, deductions of advance etc)
* Completed monthly payroll and maintained employee record.
* Secured financial information by completing data base back up on daily basis.
* Calculated tax owed, prepared and submitted returns and upheld compliance with all applicable laws.
* Wrote financial statements and consolidations after reconciling general ledger accounts inaccordance with IAS and IFRS as well as country regulations.

**Achievements:**

* Introduced and implemented control procedures.
* Decreased Invoicing and receivable cycle times by streamlining billing systems.
* Generated and implemented internal audit parameters.
* Appointed as Junior Accountant but after 1 year promoted to Sr. Accountant.

**Organization: Muller and Phipps Pakistan Pvt Ltd**

The Largest Distribution Multinational Company in the World having branches in 49

countries **including UAE**

**Designation : Depot Accountant**

**Tenure : (from February 2008 to April 2012)**

* Maintained and processed invoices, deposits and money logs.
* Updated input/output VAT Account for the VAT calculations and filling return.
* Compiled general leger entries on short schedule with 100% accuracy.
* Completed daily cash functions like account tracking payroll and wages allocations, budgeting and all type of cash and banking reconciliation with 100% accuracy.
* Liaison with external and internal Auditor.
* Completed daily accounting tasks including tracking funds, preparing deposits and reconciling with removing discrepancies.
* Prepared documents, report and presentations for executives and board members SND (Sales n Distribution – ERP System) programme.
* Created staff expense and reimbursement tracker, resulting in suitable cost.
* Used software to prepare consolidated reports.
* Cooperated with senior leaders to create operating budget and initiate financial planning.
* Accurately documented all cash, credit, fixed asset, accrued expenses and line of credit transaction.
* Reviewed and processed client payments including electronic payment and check deposits.
* Generated and submitted invoices based upon established accounts receivables schedule and terms.
* Trained new employees on accounting principles and company procedures.

**Achievements:**

* Strengthened financial management process to bring error to near-zero in reporting, payroll administration and general book keeping.
* Identified risks associated with projects and facilitated account closing procedures.
* Investigated and resolved variances in digital and physical record to promote record integrity.

**ACCADEMIC QUALIFICATION**

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| --- | --- | --- |
| **DEGREE/CERTIFICATION** | **EXAMINING BODY:** | **YEAR** |
| Masters of Business Administration(Finance) | Florida Green University | 2000 |
| Bachelor of Commerce | University of Karachi  | 1994 |

**SEMINAR/WORK SHOP/TRAINNING/LECTURES**

* Guest Speaker at Mohammad Ali Jinnah University (MAJU) to address practical knowledge and current practices prevailing in Pakistan Tax System in the year 2012 and 2013
* Sat in work shop on‘Supply Chain Management’ in Pakistan Institute of Management in April 2008.
* Attended career Development Seminar with zeal and devotion on INTERNATIONAL BUSINESS ENVIROMNET AND CHALLENGES held at Sheraton Hotel Karachi by Florida Green University in the year 2000.

**CERTIFICATION/ADDITIONAL SKILLS**

**Computerized Accounting Soft wares MSOfficeApplications (All versions esp. MS word n Excel)**

## Fox pro based MS Excel (Formulae, Connecting sheets, presentation w.r.t analysis)

V/B based MS Access

Oracle based MS Word

Peach Tree MS Power Point

Quick Books

Tally + Peach tree + Quick Book

Certificate of Proficiency in ‘Computerized Accountancy’ awarded by Karachi Accountant Club in year 2001.

**PERSONAL INFORMATION**

Nationality : Pakistan

Marital Status : Married