****

**CV OF MUZAFFAR**

**Career Objective:**

Enthusiastically seeking work in a reputed organization, where I may be given a chance to make the best of professional skill & knowledge that I have learned during my carrier in the field of finance, Accounts & administration by doing job in different organization since last 16 Years. I am strongly enthusiastic to join such a professional team, which offers learning opportunities in challenging & competitive environment. I have the capacity to work in a dynamic environment & have the capacity to adjust my self in different type of organizations and can do multiple tasks. I hope I would be a good addition in the team of your esteemed organization to achieve the desire goals of the organization

**Personal Information: Muzaffar**

Gender: Male

D.O.B:Oct 02,1974

Martial Status:Married

Nationality: (Pakistan)

Permanent Address: (Islamabad) Pakistan

**Availability: Available for Interview / Joining Immediately**

**Job Preference Area: Anywhere in Gulf Region**

**Email:** [**muzaffar-396912@gulfjobseeker.com**](mailto:muzaffar-396912@gulfjobseeker.com)

**Scholastic:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name , place and country** | **from** | **to** | **Degrees and academic distinctions** | **Main course of study** |
| International Islamic University Islamabad (Pakistan) | 2001 | 2004 | Master of Business Administration | Specialize in Finance & Accounts |

**Computer Skill**

* + - Diploma in Computer Sciences.
    - Have a Good Hand on Computerize Accounting Software’s ( E R P ) like
    - Peach Tree, Quick Books, Timber Line Etc. Micro Soft Dynamics, Micro soft AX Accounting System.
    - Strong command on MS Word, Excel , Power Point, outlook, Email & Internet.
    - Good Hand on Windows 2010, LAN & WAN working environment.

**Work Experience(8 Years)in Gulf Region Detail as Given**

**(Manufacturer & Exporter)**

**Executive Accountant June 2017 To Dec 2019**

Over All responsible for Preparing / Supervising the Company Accounts on Monthly Basis and Annually Bases. Other Activities includes;

* Managing the Receivable / Payables Accounts.
* Cash & Bank Managements of the Company Accounts.
* General ledger / Payrolls Preparation.
* Monthly and Annually Trial Balance Preparation.
* Preparation of Taxation Record and Related Statements
* Generate and analyze regular reports and summarizes of accounting activities including available stock, minimum order quantity, reorder level etc.

**Al- Ghaith Oilfield Supplies & Services Co LLC**

**Accountant / General Accountant** **Dec 2011ToApril 2017**

**Abu Dhabi- U.A.E**

**Some Brief of my Job Descriptions were as following.**

* Review ageing report every day and supervise team for constant follow up for payment.
* Ensure all payment receive from customers with the specified timeline.
* Made year to date accrual postings for all the operational expenses and kept record of daily invoices.
* Accurately and efficiently control of processed invoices for payment of bills and analyze expenses and available discount to improve cash flow, while maintained close relationship with suppliers.
* Sanctioned payments for purchases of raw materials, imports, foreign exchanges, salary and wages.
* Managed accounts payable, which involved forecasting weekly cash flows, analyzing ageing of accounts payable of the company and making vendor payments.
* Reconcile final bill claim with provisional bill claim at the end of the year.
* Responsible to manage and finalized the credit terms with customers.
* Coordinated with various departments (Purchasing, Sales, Inventory,) to prepare budgets and costing reports.
* Analyzed all P&L line items including reconciliation of actual with projections and variance analysis.
* Conducting Variance analysis and implementing corrective actions.
* Verify price given to customer as per company budget.
* Researching variances and inconsistencies.
* Reviewed financial documents, purchases orders, vouchers, and invoices.
* Maintaining & improving the office policies by ensuring the established standards and procedures are followed by all employees.
* Generate and analyze regular reports and summaries of accounting activities including available stock, minimum order quantity, reorder level, general ledger.
* Retrieved data from various source systems to perform reconciliations.
* Maintaining approved vendor list and verify order as per approved vendor list.
* Contributing to team effort by accomplishing related results as needed.

**International Hospitals Construction Company**

**Saudi German Hospital Group (Dubai) U.A.E) Oct 2008---August 2011**

**Project Accountant**. **Dubai, U.A.E**

* Compiles Financial Information, Process Journal Entries into various accounts & reconciles reports and financial data.
* Perform basic accounting functions including payroll, Accounts payable, General Ledger, Grants & reimbursement requests.
* Records classify and summarize financial transaction & events in according generally accepted accounting principles.
* Banks & Cash reconciliation ,Cash flows & Cash management on weekly basis and Vendor reconciliation on monthly basis.
* Review of all daily, weekly, monthly reports in order to maintain Proper books of Accounts.
* Provide administrative support by participating in the research, documentation, organization, storage & retrieval of departmental information’s.

**Everest Pharmaceuticals Islamabad (Pakistan) May 003---June 08**

**Manager Accounts.** (**Islamabad, Pakistan)**

This Company was active in Manufacturing of Allopathic medicines & this company was first company in Pakistan which manufactured the products for **M/s Novartis Pharma (Pakistan)**, Which is one of the leading company of the World In Pharmaceuticals.

**My Jobs Descriptions were as under**.

* Finalization of Accounts ( Trial Balance & Profit Loss Accounts).
* Preparation of Internal Accounts of the organization & Supervising the Internal Audit of the organization.
* Implementation of Policies & Procedures according to the Internal Control system of the Origination.
* Planning, Budgeting, Monitoring & Evaluation.
* Preparation of Sales Invoices of Medicines, Product Costing ,Cost Profit margins analysis.
* Handling & assurance of smooth and clean operation with different banks including current & saving accounts, Foreign currency accounts, running finance, L/c facilities, & Imports etc.
* Management Of receivable & payables and preparation of monthly reports.
* Worked in a Computerize environment using customized accounting software.

**Reshi Textile Mills Limited Islamabad (Pakistan) Sept 2000---Apr2003**

**Senior Accounts Officer.** **(Islamabad ,Pakistan)**

This company was active in manufacturing of Gray Fabrics (Export Quality) exported to Middle East ,China ,Singapore & Europe.

**My Major responsibilities were as under**.

* Supervision of Cash, Bank & Journal Vouchers.
* Recording of vouchers in to cash book, Bank Book, General Journal & Posting in to ledgers (Assets, Liabilities, Debtors & Expenses).
* Supervision of all vouchers, customer invoices, suppliers bill etc to ensure competence, accuracy & their proper recording in books of accounts.
* Reconciliation of statements including banks, customers & suppliers.
* Preparation of monthly trial balance.
* Preparation of receivable & payable reports on monthly basis.
* Preparation of records for Audit Purpose.
* Verification of Staff Bills & making payments
* Preparation of Payroll for staff &Site Office.

**Socio Engineering Consultants Islamabad (Pakistan**)

**Accountant Oct-1999 to Sep-2000**

My Major responsibilities were as under.

* Preparation of Vouchers
* Posting of transactions in to books of accounts
* Preparation of Bank reconciliation’s & making Bank Transactions**.**
* Submission of Tax Challan In Bank.
* Generation of Invoices to different vendors

**Professional Training**

**Riaz Ahmad & Co Chartered Accountants.**

Worked with Riaz Ahmad & Co Islamabad (Pakistan) as Management TraineeAudit &Accounts from August 1997 to Sep 2000.

* + - * Time Management Skills
      * Communication & Interpersonal Skills
      * Conceptual &Managerial Skills
      * Honest & Trustworthy

**Languages Skill:**

**Can Read, Write, Speak & understand following Languages.**

English, Urdu,Pashto, Hindi, Punjabi, Persian, Arabic etc.