** SHAHZAD**



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**ACCOUNTS & FINANCE PROFESSIONAL**

Dynamic and results-oriented professional Accountant with a successful career in accounting, finance, audit, taxation, reports’ evaluation, along with deploying measures to maximize efficiency for optimum productivity, while meeting business objectives and vision. Well-versed in identifying deficiencies in the system through internal control memorandum to rectify the control weaknesses. Hands-on experience and track record of accomplishments in managing the company finances. Excellent time management skills to accomplish various tasks on deadline Possess the ability to identify, update, and deliver solution to resolve changing business issues.

**PROFESSIONAL SKILLS**



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| **✓** Knowledge of UAE VAT | **✓** Target Oriented | **✓** Oracle ERP |
| **✓** Knowledge of VAT Filling | **✓** Problem Solving Skills | Implementation |
| **✓** Experience of QuickBooks | **✓** Interpersonal Skills | **✓** IFRS (Reporting |
| **✓** Tally ERP Experience | **✓** Analytical Skills | Standards) |
| **✓** Proficient in Microsoft | **✓** Can work under Pressure | **✓** Expertise on IAS |
| Office (MS. Word, Excel, | **✓** Ability to learn quickly | **✓** Expertise on GAAP |
| Outlook & Power point) | **✓** Islamic Banking Finance & | **✓** Cash Flow Management |
| **✓** Good Communication Skills | Products | **✓** System Development |
| **✓** Attention to Detail | **✓** Business Analysis with ratios | Approach |

**EMPLOYMENT HISTORY**



**(LEADING GROUP OF PAKISTAN) Mar-2008 – Jan-2020**

**Responsibilities as Chief Accountant**

* Prepare, examine, and analyze monthly profit & Loss accounts, prepare balance sheet, prepare annual accounts for closing of financial year and strengthening the process of external audit conducted by external auditors.
* Prepare cash flow forecast and prepare plan for payment to suppliers.
* Arrangement of new long term and short loans from banks based on needs of the company.
* Maintain strong relationship with all banks of the company and to solve their queries on priority basis.
* Perform detail variance analysis of company overhead and suggest measures to director to control these overheads.
* Manage all operations of accounts & finance department efficiently and effectively.
* Ensure compliance with International accounting standards (IAS) and International Financial Reporting Standards (IFRS).
* Preparation of various analytical reports and management reports as demanded by directors.

**Responsibilities as Senior Accountant**

* Supervise all accounting transactions.
* Responsible for year-end closing process.
* Dealing with auditors and finalization of Annual Financial Statements.
* Develop and maintain internal control and effective accounting policies and procedures.
* Plan, assign and review subordinates work.
* Prepares and records asset, liability, revenue, and expenses entries by compiling and analyzing account information.
* Maintains and balances subsidiary accounts by verifying, allocating, posting, and reconciling transactions and resolving discrepancies.
* Maintains general ledger by transferring subsidiary accounts, preparing a trial balance, and reconciling entries.
* Produces payroll by initiating computer processing; printing checks.
* Produce error-free accounting reports and present their results
* Analyze financial information and summarize financial status
* Spot errors and suggest ways to improve efficiency and spending
* Reply to tax department for various notices issued by tax department.
* Prepare various bank`s documents for limit renewal.

**Responsibilities as Accountant**

* Reconcile related party transactions
* Reconcile supplier ledgers to keep it up to date.
* Reconcile customer`s ledgers to keep it up to date.
* Audit financial transactions and documents
* Handle monthly, quarterly and annual closings
* Comply with financial policies and regulations
* Prepare debit note and credit note so that balances should remain up to date.
* Review of expenses ledgers to ensure that expenses are booked in proper cost centers

**Responsibilities as Assistant Accountant**

* Post and process journal entries to ensure all business transactions are recorded
* Matching of GRN in AP Module to book purchase of raw materials
* Reconcile sale invoice received from OM Module with AR Module invoice.
* Prepare insurance schedule to book insurance for monthly accounts preparation.
* Prepare Depreciation Schedule to book depreciation of various fixed assets.
* Prepare tax return and submit monthly tax statements.
* Preparing of bank reconciliation of all company banks.

**EDUCATION**



**Chartered Institute of Management Accountant** from Chartered Institute of Management Accountant - UK,Finalist

**Master of Business Administration in Finance** from Bahauddin Zakariya University, Multan (CGPA-3.38)

**PROFESSIONAL TRAININGS**

Recently taken training on changes in budget and sales tax and income tax changes in budgets. Recently took training on Islamic finance and its products Recently took training on CAMP (Certified Applied Management Practioner)