**Name: XYZ                                                                   ( Latest Pic Here)**

**Mobile No.**

**Email:**

**Executive Profile:**

* Financial professional with over 7 years of quantifiable experience in corporate financial

Operations management with leading companies from **Services, Manufacturing, Construction**

**and Real Estate Industry**in**Pakistan, UAE, IRAQ & Kuwait.**

* Expertise in guiding companies to greater efficiency and profitability; reduce organizational

Risk through comprehensive changes to each department, ensuring maximum accuracy

**And quality**. Proven ability to improve operations, impact business growth and **maximize**

**Profits**through achievements in finance management, cost reduction, internal controls,

And productivity/ efficiency improvements.

* Skilled negotiator and relationship builder, able to secure favorable terms and guide team

Through complex dealings.

* Well disciplined with proven ability to manage multiple assignments efficiently under extreme

Pressure while meeting tight deadlines schedules.

* **Qualified Accountant –**Internal / External Audits E-Accounting and ERP at end user level.
* Commerce Graduate **Com**Punjab University Lahore**,**Year 2007.
* **Key Management Skills**
  + Tactical Financial Planning
  + Budgeting & Forecasting
  + Cost Control & Profit Management
  + MIS / Financial Reporting
  + Business Process  Working Capital Management
  + Audit Management  Capital Investment /Treasury Management
  + Payroll Management &  Executive Leadership & Supervision
  + Cash Flow Management  Bank Negotiations & Relation ession

**Kalimat Telecom Company Iraq**

(Internet & Telecom Services)

As a ***"Receivable Accountant"***

* Mange the Expenses for Operations.
* Handling Cash Book and financial transactions.
* Planning and implementation Marketing & Sales Ideas.
* Part Time assists National and General Managers.
* Monitoring and coordination of all accounting activities.
* Setting up and monitoring budgets.

**Ali Mohammad Hasan Real Estate & Al-Satwa Saintry Works (UAE)**

**(**Real Estates Business)

As a ***"Accounts Receivable and Payable Officer"***

(June-2012 to Dec-2012)

* Manages the financial budget, planning and analysis required for strategic purpose, vision, core values and missions.
* Developed all I.T matters, software implementations Design Chart of Account & throughout looking all activities in software erection.
* See all networking software & hardware matters in company.
* Maintain all legal contracts on company behalf for rented and leased land & properties.
* Manage the preparation of annual /monthly financial statements, budgeting, annual reporting of revenue, and audits.
* Monitoring and coordination of all accounting activities.
* Setting up and monitoring budgets.
* Experience creating and giving executive-level financial and data-focused presentations.
* Decision support and request across departments.
* Guidelines for the application of the internal financial rules, including of working with customers and suppliers.
* Controls over the accuracy, completeness and preparation and submission within the legally required financial and accounting documents.
* Control over implementation of proper accounting and accounting information in the system used.
* Preparation and submission of reports and statements for purpose of management

**Madina Group of Industries Faisalabad, Pakistan**

(July2009– June 2012) Madina Enterprises Ltd.

**(Manufacturer Of Steel Angel Bar, Iron Bar, Billets & Guarder Etc.)**

**"*Senior Accountant /Internal Auditor"***

**Key Accomplishments:**

**Finance and Administration:**

* Manages the financial budget, planning and analysis required for strategic purpose, vision, core values and missions.
* The creation of accurate and timely management reports actual result, mid-quarter and quarterly forecast, budgets, and ad-hoc request.
* Manage the preparation of annual /monthly financial statements, budgeting, annual reporting of revenue, and audits.
* Monitoring and coordination of all accounting activities.
* Setting up and monitoring budgets.
* Experience creating and giving executive-level financial and data-focused presentations.
* Decision support and request across departments.
* Development, implementation and monitoring of compliance with financial and accounting policies and procedures within the company.
* Guidelines for the application of the internal financial rules, including of working with customers and suppliers.
* Controls over the accuracy, completeness and preparation and submission within the legally required financial and accounting documents.
* Control over implementation of proper accounting and accounting information in the system used.
* Relationships with external auditors- the negotiation of prices, schedules, preparation of necessary documents and information in the audit.
* Preparation and submission of reports and statements for purpose of management.
* Analysis of financial information relating to new projects in the investment phase and reporting
* Preparation, by request of the Director of Finance and Administration, Sales Director, Executive Director and members of the Board of Directors, analyzes and reports necessary for making.

**Audits:**

**Planning, execution and completion**of various audit assignments that included responsibilities for conducting

Preliminary review of financial statements, drafting of audit programs, supervision and review of team members’ work as well as establishing and strengthening of cordial relationship through liaison at various levels top management.

**Preparation, examination, analysis and review**of financial statements and accounting systems for the purpose of forming audit opinion as per statutory and professional requirements of organization.

Carried out **limited reviews**of half yearly financial statements as per statutory and professional requirements.

Carried out **review of financing**made by the banks as per the requirements of **prudential regulations**.

**Special assignments:**

**Review of internal control procedures**to ensure adherence to management policies and control requirements and to

suggest improvements therein.

Involved in the review and **preparation of annual budget**of a local authority.

Design & Implement **Internal Control System**, at different level in different organizations.

Develop & Implement **(Enterprise Resource Planning (ERP)**in different organizations at different levels.

**Taxation:**

Carried out **income tax audit.** Reviewed **annual income tax returns**to be filed under normal and presumptive tax regimes.

Review of different **tax statements**to be filed by the entities.

Review of monthly **sales tax returns**filed with the underlying record.

**General Management and Strategy:**

`Advising & presenting the Management on pricing issues related to jobs, new product launches by working on Quantitative techniques and other Excel modeling.

Coordinating, supporting and guiding the associates operation on financial issues, business process and general aspects.

**Achievements:**

Initiate and implement new procedures within the finance department for smooth functioning of the accounts department.

Made strategic changes within the finance team by reducing headcount, implemented accounting & costing systems,

Developed monthly MIS reporting pack for the management, implemented a standard costing system to analyze & report Job variances.

Coordinated with **ERP Oracle**team of JD Edward for implementation of **Oracle Financial**

(Including A/C Receivables, A/C Payables, Fixed Assets, GL)

**May 2008- June2009**     THE UNIVERSITY TOWN, FAISALABAD 

(A Project of construction & development**)**

* Cash payments procedures & maintain Cash book.
* Bank payments procedures & Reconcile banks monthly basis.
* Submit Sales tax return monthly basis.
* Monitoring customers account details for non payments, delayed payments and other irregularities.
* Maintain accounts receivable customer files.
* Follow established procedures for processing receipts, cash etc. Prepare bank deposits.
* Reconcile inter department transactions, ledgers & balances.
* Co-ordinate with sales department in parties reconciliations.
* Communicating with customers via phone, email, mail or personally

**Sep 2007 - May 2008** FAISALABAD OIL REFINERY

**(MANUFACTURER OF VANASPATI & EDIBLE OIL**)

As a ***"Junior Accountant"***

* Prepare and post transaction vouchers, with supporting documentation
* Fixed assets processing and reporting
* Account/ bank reconciliations
* Assist with payroll administration
* Assist with accounts payable
* Facilitate month closing procedures
* Assist with implementation of new systems and policies and procedures
* Involved in project accounting
* Prepare profit and loss statements and monthly closing and cost accounting reports.
* Establish, maintain, and coordinate the implementation of accounting and internal
* Control procedures.
* Prepare and review budget, revenue, expense, payroll entries, invoices, and other accounting documents.
* Recommend, develop and maintain financial data bases, computer software systems and manual filing systems.
* Supervising inventory department to make sure that all the receiving and issuance has recorded properly and no inter company
* Transfers merged into it.
* Checking and final posting of all the sales transactions from all the outlets.
* Final posting of all the transactions (except bank transfers) after in-depth checking of transaction accuracy.
* Preparing monthly budgets keeping in view the prospects of the business and calculating variance analysis.
* Supervising the payroll activity of over 700 employees, checking over time calculation, employee’s leave encasement, and
* Final settlements of the leaving employees.
* In collaboration with the HR Department keeping control of the financials of all visas processing including medical,
* Insurance and other related matters.
* Supervise the payable department activities, checking suppliers payment track and insuring in time reporting to the senior
* management regarding payments

**Bachelor of commerce (B.com), University of the Punjab, Pakistan, Year 2007.**

**Technical Skills:**

Proficient in the use of: MS-Office (Word/Excel/PowerPoint), Internet & Outlook

Operating Systems: Windows

Accounting Packages: Oracle Financial ERP, Quick Books, Tally, Customized Software’s oracle & visual basic

**Personal Details:**

Date of Birth:

Nationality:

Languages: English /Arabic urdu.

Availability: Will Discuss

* Can work in Middle East, Australia, Canada, UK and rest of Europe.
* Can travel abroad for official assignments.
* Have traveled all over Pakistan, UAE Kuwait, Jordan Turkey & Iraq for official assignments

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