

MUHAMMAD IMRAN

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CAREER OBJECTIVE:

Enthusiastic in becoming a finance professional in a reputed and esteemed organization.

QUALIFICATIONS:

Association of Chartered Certified Accountants – UK (ACCA) Finalist

Bachelor of commerce (B.COM) – Punjab University (2008)

Intermediate in computer sciences (ICS) – BISE FSD (2005)

PRACTICAL EXPERIENCE:

Currently I am working in Curatech Pharma (Pvt.), Ltd (a subsidiary of Comfort Knit Wears Pvt, Ltd.), my duties here includes but not limited to:

1. Maintain daily Journal Ledger & preparation of Accounts.
2. Closing Trial Balance after the completion of annual external audit.
3. Verifying the accuracy & completeness of Delivery Orders before dispatch and ensuring the timely dispatching of goods.
4. Calculation and disbursement of Salaries & benefits of all staff.
5. Preparation of EOBI & ESSI data & payments.
6. e-Filing of monthly withholding income tax return of the company.
7. Monthly stock.
8. Coordination & communication with production & marketing, staff and with parties.
9. Communication and correspondence with Auditors.
10. Making payments & disbursement to parties according to company policies.
11. Monitoring the Cash at factory site and making arrangements for timely replenishment of funds.
12. Reconciliations with Banks & Associates.
13. Preparing Monthly sales Tax data.
14. Preparation of periodical reports for senior management.
15. Batch wise yield/production losses.

Muhammad Ayub & Co Chartered Accountants (April 15 to Sept-16) during my stay here I am involved in external and internal audits, Loan appraisals for bank loan purpose and some other engagements of various organisations not for profit, commercial and trading concerns. Following is the description of my overall responsibilities:

- Performing external audit of Financial Statements of local organisations.
- Reporting on the effectiveness of internal control systems organisations by performing test of controls.
- Reporting on the fairness of numbers presented in financial statements by performing various kind of substantive procedures.
- Application of IFRS to ensure that the recognition and measurement criteria (as applicable to a particular transaction) are followed and relevant disclosures are made.
- Lead various Stock count assignments of some smaller clients at the year ends for audit purposes.

- Preparing estimates of earning potentials and ability to pay off debts by various businesses.

I have worked as junior executive in **financial and management solutions** (January15 to March15) during my stay there I gained valuable experience involving:

- Management solutions.
- Marketing solutions.
- Financial solutions.
- Business analysis.
- Reports writing.

COMPUTER SKILLS:

- MS Excel
- MS Word
- MS Power point
- MS Access

PERSONAL DETAILS:

Father Name: Muhammad Shams Ul Haq
C.N.I.C: 33303-2974007-5
DOB: June 26, 1987
Nationality: Pakistani
Gender: Male
Marital status: Single
Languages: English, Urdu and Punjabi

INTERESTS:

- Web browsing
- Movies
- Cricket
- Reading newspapers and Books

REFERENCE: Will be furnished on demand.