

MUBASHARA ALI
(ACCA)

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Cell: 0333-3057752

Objective

Seeking a challenging role in a reputed organization and become a part of professional team.

Skills

- Fixed Assets Register maintaining
- Forecasting, Budgeting & Costing
- Risk Management & Variance Analysis
- Negotiation and Communication skills.
- Fast learner & team player.
- Client relationship with Banks and vendors.
- Audit and Compliance
- Analytical and problem solving skills.
- Budgeting & Costing.
- Filing E-mail correspondence.

Professional Experience

BRITISH COUNCIL

Exams Finance Officer

1st March 2018 – Present

- Responsible to process board invoices payable to UK exam boards UCLES & PEARSON by performing invoice reconciliation and verification in coordination with nationwide exams operations teams.
- Ensure reconciliation of University of Cambridge Local Examination Syndicate UCLES invoices with the students enrolments Fee recorded in the system.
- Preparation of Internal Memos after critical verifications of all Cambridge International Examination (CIE) invoices received and correctly following existing SOPs plus ensuring due diligence.
- Processing Memos to create purchase requisition and purchase orders to process the payment after sign off from management.
- After proper check and verification sending memos to Lead Finance Controller for review and Country Exams Manager for approval.
- Critically checking all the approved memos with the invoices and attaching other relevant documents required to process the payments by bank.
- Assisting the country exams team and core finance teams with administration and financial management of exams products, programs and projects.
- Process exams refunds to candidates along with other off-system vendor payments by correctly following existing Standard Operating Procedures.
- Responsible to reconcile nationwide exams revenue recognized with recorded journal entries in SAP.
- Generate periodic revenue reconciliation reports for each exam product and give revenue assurance against exam conducted with sign off from management.
- Collating the refund details of the exam candidates into excel sheet and checking their validity for payment purpose.

- Ensure financial transactions and documents are recorded in physical files and intranet folders with appropriate indexing and naming for management reporting and audit tracking.
- Assisting Finance function to carry out daily activities pertaining to exams financial operations activities and provide support to Finance Controller for financial data analysis for planning.

HUB POWER COMPANY LIMITED (2 Years and 8 Months)

Finance Officer

1st July 2016 – May 2018

- Responsible for all local payments processing and cheque preparations.
- Coordinating with Treasury Department to perform wire transfers after critical review of letter of credit and bank guarantees for all foreign payments.
- Responsible for month end processing, including accruals and supplier account reconciliations with trial balance.
- Critically check all payment vouchers prepared by subordinates to identify errors and further streamline the three-way purchase order match process and certify all Hub plant payments before sending them to authorize signatories.
- Seconded at the position of Senior Officer during his absence from office for a period of two months and handled all his work competently and met multiple deadlines on daily basis.
- Worked my way up fast-paced Accounts Payable so that I was given the opportunity to develop and manage the newest accounts from conception and became accountable for foreign payments of Thar Coal Project.
- Trained new employees by provided ongoing complete accounting user support and training to newly formed finance function.

Finance Trainee Officer

September 2015 – 30 June 2016

- Worked with GL Accountants to correct journal voucher transactions as needed and prepare all cross-currency journal vouchers.
- Reconciled weekly withholding tax statements and identified reasons for differences
- Computing Tax on salaries, supplier and services and return filing preparation.
- The experience of working with Tax department has enabled me to develop an understanding of regulatory environments of diversified industries.
- Scrutinizing and e-filing of tax withholding statements prescribed in the law.
- Understanding of vendor withholding tax rates for goods and services as per FBR law.
- Highly involved with vendor relationships and took part in daily communications with Hub and Narowal plant finance departments.
- Work efficiently and successfully completed Fixed Asset Tagging Project at Hub Power Plant.
- Responsible to process urgent and spares related critical payments, custom duties, generating supplier balance reports and contractual payments.
- Processed over 500 invoices per month and handled payments of more than US Dollar 300,000 and PKR 500Billion.
- Identified problem areas which led to improvement of division to be more consistent with best practices.

- Reviews, investigates, and corrects errors and inconsistencies in financial entries, documents, and reports.
- Ensured timely payments of vendor invoices and expense vouchers by ensuring compliance with company travel/expense policy and vendor payment documentation policy.
- Trained new employees and provided ongoing user support.
- Respond to vendor invoice questions and satisfy them with solving their queries.

Qualification

Chartered Financial Analyst CFA - Level 1 (Dec 2016 - Cleared)

BSc (Hons) Degree in Applied Accounting, Oxford Brookes University March 2016 (1st Class Honours)

ACCA Member (June 2013 - 2015) All papers cleared in first attempt.

Bachelor of Commerce, Karachi University 2014 (1st Division).

Intermediate Pre-Engineering 2012 (B Grade)

Matriculation Bio-Science 2009 (A1 Grade)

Achievements:

- Achieved Hub Power Company Star Award for streamlining Hubsite payment process. (May 2016)
- Achieved Hub Power Company Star Award for handling excess work load during absence of seniors and processing foreign payments without any error. (August 2016)
- Achieved Star award for smoothly managing all open invoices and supplier balances transfer related activities in oracle books for Narowal Demerger. (May 2017)

Professional Affiliation: Member of Association of Chartered Certified Accountant

Computer Skills: Windows-7, MS-Office-2007 / 2013, Oracle Financial R-12, SAP, SAP FICO.

Languages: Urdu, English

Personal Details

FATHER NAME : Mazhar Ali

DATE OF BIRTH : July 6, 1992

MARITAL STAUS : Single

NATIONALITY : Pakistani

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