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MUHAMMAD SAQIB

Contact: 03490978846 & 03323534781.

Address: L-170, Sector No.2, North Karachi.

Email: muhd.saqib01@gmail.com



CAREER PROFILE



CAREER OBJECTIVE

To actively contribute towards the growth of dynamic organization that offers the opportunity of using my knowledge, gaining experience through hard work, dedication and acquisition of new skills in the field of Accounts and Finance.



PROFESSIONAL WORK EXPERIENCE:

The Institute of Bankers Pakistan.

June 2017 to Dec 2018.

Finance Officer (OG-III).



www.ibp.org.pk/

Responsibilities:

- Assist the Finance Manager with matters relating to accounts and audit.
- Assist in preparing MIR (Monthly Information Report).
- Perform monthly bank, revenue reconciliations and Course-wise monthly P&L.
- Properly record, reconcile and highly coordination with examination department for all recruitment tests i.e. **ISQ-IBP's Superior Qualification, State Bank of Pakistan, National Bank of Pakistan (NBP), Financial Institutions and Commercial Banks.**
- Prepare and share monthly ageing and fully support the Business team for recovery.
- Properly posting of Sales Invoices/ Receipts and make sure all transactions are recorded on their proper head of accounts.
- Prepare monthly inventory report and conducting a physical audit on a quarterly basis.

WADI AL WOROOD GENERAL TRADING LLC. (Dubai, UAE)

March 2016 to January 2017.

Accountant and Admin Officer.



Responsibilities:

- Create LPO/Delivery Notes, Prepare Sale/Purchase Invoices, Follow up Receivables, Record Payables and Reconcile Supplier/Customer ledgers on a monthly basis.
- Liaise with Bank (Issue/ Deposit of Cheques), Bank Reconciliation and monitor daily Bank position.
- Create a Chart of Accounts to Maintain Book of Accounts.
- Overseen the daily Cash handling process.



SKILLS AND AREAS

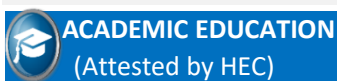
Occupational Areas

- Good command over verbal and nonverbal communication.
- Flare to organize to meet deadlines.
- Ability to manage multiple works with minimal supervision.
- Quick learner have willing to learn more.
- Have excellent command over English and Urdu languages.

Certificates / Seminars/ Training

- Attend **fifty hours** practical Training on **E-Taxation** (Income, Sales and Service Taxation)
- Certificate in Computerized Accounting **software** (Tally, Quick Book and Peachtree)
- Certificate in MS Office.
- Attended **"Motivation Session by Mr. Ather Sajid Khan at IBP."**
- Attended one day work shop **"MS Excel-Intermediate Level (Tips and Tricks)" at IBP."**

- Attended **forty hours** workshop on **“Presentation and Writing Skills”** by **Mr. Saghir Muhammad** at **IBP**.
- Certificate in **“Islamic Banking And Finance”** from **Jamia Darul Uloom Karachi**.



Master in Business Administration (MBA)
in **2011** from
Mohammad Ali Jinnah University, Karachi.

Bachelors of Commerce (B.COM)
in **2008** from
University of Karachi.

★ PERSONAL INFORMATION

Father Name: **M. Shoaib Akhter.**

Date of Birth: **16 May 1987.**

Nationality: **Pakistan.**

- Create Inventories, Record local and import purchases after calculating its Landed Cost.
- Follow up Import documents to ensure arrival of goods on time.
- Daily receive Cash from Salesman, responsibility as Custodian of Cash/ Financial Instrument.
- Prepare payment of parties after verifying documents and its disbursement.
- Prepare Monthly Salaries of staff and process to **WPS** before the first week of each month.
- Generate Monthly Report (P/L Account, Balance Sheet).
- Maintain Accurate, Updated and Secure Accounting records by daily database backups.
- Maintain electronically and hard copy filing system of company documents and employees record.
- Responsible for Employee Daily Attendance, Repair, and Maintenance of Office Equipment, E-mails follow-up and response.
- Liaising with PRO for Visa processing of new employee, Labor Card etc.

MIMA LEATHER PRIVATE LIMITED. (Karachi, Pakistan)

(A Part of MIMA Group Involves in Leather Export)

April-2013 to December 2015.

Senior Accounts Officer.



www.mimaleather.com

Responsibilities:

- Ensured daily recording of factory daily Debit/Credit Vouchers in their relevant Cost Center.
- Prepare e-filing of Federal & Provincial Tax Returns on monthly basis
- Managed daily payments of Head Office and Directors (personal) expenditures.
- Verified the accuracy of Vendor Invoices; Performed A/CS Payable functions for the company, generate on-demand cheques, Review pre-adjusted trial balance and pass adjustments.
- Recorded monthly payroll of H.O/Factory in their cost center, Prepared Monthly Cash forecast report.
- Calculated monthly provision of shipping and record in books of accounts.
- Prepared monthly Banks and Suppliers ledger reconciliation.

SUPER STAR METAL FINISHING PRIVATE LIMITED. (Karachi, Pakistan)

(A Part of Super Group of Companies involve in Auto Parts Manufacturing)

April 2012 to March 2013.

Accounts officer



www.supergroup.com.pk/2/

Responsibilities:

- Prepared Asset, Liability, and Capital account entries by compiling and analyzing accounting information.
- Summarized current financial status by collecting information; Preparing Balance sheet, P/L Statement and other reports.
- Verified Suppliers Bill according to GRN/LPO; Prepared Cheques for suppliers and general expenses.
- Custodian of Cash and record daily petty cash expenses.
- Recorded monthly salaries and wages for 200+ company employees.
- Recorded general entries and various incoming and outgoing payments over SAP.
- Ledger reconciliation on both software (SAP to Oracle).

