

MUHAMMAD ANAS

(Professional in Accounts and Finance)



Details

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Doha Qatar

Nationality: Pakistani

Marital Status: Married

Religion: Islam



SUMMARY

I have a Master Degree in Accounting & Finance with Nine Years of Experience in relevant field. Skilled in Accounting software's, Microsoft office, IFRS & GAAP and Furthermore, i am Self-motivated, efficient and reliable under pressure, Excellent communication and interpersonal skills.

Visa Status: Qatar Transferrable Visa & NOC Available

Skills

Microsoft Office

Advance level

ERP Finance Module

Advance Level

Certificate in Accounting Software's

Advance Letter

ERP Student Module

Advance Level

Financial Statement Analysis

Advance level

Budgeting

Advance level

Leasing

Advance Level

DEPUTY TREASURER

July 2018 / Present

University of Sialkot / Sialkot

- Making payments and overseeing all payables of the university.
- Prepare Receivables report.
- Prepare financial projections.
- Vehicle Lease Management.
- Prepare Annual Budget of the University.
- Deal with Tax Matters.
- Assist Treasurer in Tax Audits.
- Deal with Cash & Laison with Bankers regarding bank Matters.
- Staff monitoring in the absence of Treasurer.
- Prepare withholding tax statements U/s 147,149,153 & 155 on monthly basis.
- Operating our Finance and Student module.
- Financial Statements Analysis.
- Approved all type of Journal Vouchers. (BPV, BRV, BCA, BDA, SIV, JV, CPV & CRV)
- Supervised cash & cheques, bank deposits/statements.
- Supervised monthly payroll.
- Settlement of employee provident fund account.
- Sanction of employee's loan.
- Trial Balance review on weekly and monthly basis.
- Coordination with auditors during audit.
- Conducted physical verification of fixed assets, inventories, etc.
- Financial Reporting to Treasurer.
- Performing other tasks as per the directions of competent authority or Treasurer

LANGUAGES:

English – Advance

Urdu – Advance

INTERESTS

Cricket

Travel

National News

Education:

**Master in Philosophy
(ACCOUNTING & FINANCE) 2016-2018**

University of Lahore - Lahore

M.COM (FINANCE) 2012-2014

University of Management &
Technology - Lahore

ASSISTANT MANAGER FINANCE

September 2016 / June 2018

University of Gujrat, Sialkot Sub-Campus / Sialkot

- Reconciled Banks & Ledgers monthly Basis
- Make payments and monitor all university debt.
- Prepare Receivables report.
- Petty Cash Management
- Tax Reporting.
- Operating our Finance and Student module.
- Supervised all type of Vouchers. (BPV, BRV, CPV, SIV, BCA, BDA & JV's)
- Prepared monthly payroll including overtime, leave & terminal settlements for the staff.
- Conducted physical verification of fixed assets, inventories, etc.
- Financial Reporting to Manager Finance.
- Student Dealing (Including Challans Updating, Discounts/scholarships and related matters)
- Always available to timely answer to all queries of faculty and admin staff.
- Opening of bank accounts of new faculty and admin members.

ACCOUNTS OFFICER

November 2015 / August 2016

University of Gujrat, Sialkot Sub-Campus / Sialkot

All type of Journal Entries, Posting it to Ledgers, Bank Reconciliations, and Book keeping

INTERNEE

October 2014 / November 2014

Habib Metropolitan Bank / Sialkot

Form filling, Bank Account Opening, Inward & Outward clearing, Cheque book request, Deposit Slips

INTERNEE

December 2014 / October 2015

Z.A Nasir & Co (Chartered
Accountants) / Sialkot

Assist my audit manager during audit processes, Vouching, Expenses and CAPEX Reconciliations.