


<b>BILAL MOIN</b>	Address📍	Residence	1 <sup>ST</sup> FLOOR, PLOT A-276, BLOCK 7, K.A.E.C.H.S, BALOCH COLONY KARACHI	
	Telephone☎	Residence	+ 92 - 21 - 34530181	
		Mobile	+ 92 - 347-2503507	
	E-mail✉	Personal	bilal_m.moin@hotmail.com	

## OBJECTIVE

Seeking a challenging position in finance in a dynamic organization with the aim to contribute towards organizational success perform consistently to meet organization's expectations and being considered for opportunities of professional development and organizational growth.

## PROFESSIONAL AND ACADEMIC EDUCATION

Particulars	Institute	Status
<b>Chartered Accountant- ACA</b>	Institute of Chartered Accountants of Pakistan - (ICAP)	Associate Member - 2015
<b>APFA</b>	Pakistan Institute Of Public Finance Accountants	Associate Member - 2014
<b>M.A ( Economics)</b>	University of Karachi	Awaiting for Final year result
<b>Bachelors of Commerce</b>	University of Karachi	1st Division - 2009
<b>Intermediate</b>	Govt Dehli College (Pre- Engineering)	A Grade (73%) - 2006
<b>Matriculation</b>	Jennings Secondary School (Computer Science)	A-1 Grade (80%) -2004

## EXPERIENCE

Organization	Designation	Period
<b>Gul Ahmed Textile Mills Limited</b>	Assistant Finance Manager	Feb 2015 to till date
<b>Morgan Technologies (Private) Limited</b> <b>Morgan Chemicals</b>	Finance Manager	Feb 2014 – Jan 2015
<b>Aula (Private) Limited – (Official Business Partner Of Red bull In Pakistan)</b>	Accounts & Taxation Manager	May 2013 – Feb 2014
<b>Qavi &amp; Co. (Chartered Accountants)</b>	Senior Auditor	Oct 2009 – May 2013
<b>Student's Inn</b>	Teaching Faculty For B.com Students	Feb 2012 – Jan 2013

## KEY RESPONSIBILITIES

### GUL AHMED TEXTILE MILLS LIMITED

- Leading spinning unit as a commercial head.
- Cash book, purchase requisition and payment approvals on daily basis.
- Participate in monthly WIP audit and annual stock taking.
- To identify issues in Oracle and to resolve them with internal and external IT team.
- To analyse monthly sales and costing reports.
- To prepare monthly Income statement of Spinning Unit.
- To resolve production relevant issues on daily basis.
- Approval of commission payment on Cotton purchases and Yarn sales.

### MORGAN GROUP :

- To produce organizations statutory accounts including profit & loss account, balance sheet, cash flow statement, statement of

changes in equity, statement of comprehensive income, related notes to the accounts in accordance with the applicable accounting standards.

- Prepare Analytical review along with detail reasoning for the major fluctuations.
- Explain billing invoices and accounting policies to staff, vendors and clients.
- Manage annual statutory audits and to communicate with the external auditors regarding audit issues. Filing of Withholding tax, Sales tax & Income tax return.
- Respond to notices issued by FBR.
- Detail Costing and Mini P&L preparation for each Project.
- To track and compare actual cost of each Project with budgeted One.

#### **AULA (PRIVATE) LIMITED :**

- To prepare financial monitoring reports in accordance with published timetables.
- To produce organizations statutory accounts including profit & loss account, balance sheet, cash flow statement, statement of changes in equity, statement of comprehensive income, related notes to the accounts in accordance with the applicable accounting standards.
- To liaise with the bank on matters relating to the accounts and Imports.
- To coordinate with REDBULL Dubai office regarding accounts and L/C matters.
- To ensure the prompt and accurate processing of income and expenditure transactions.
- To ensure that the purchases and payments, and credit control systems are kept under regular review, and to recommend and implement improvements
- explain billing invoices and accounting policies to staff, vendors and clients.
- Overview the filing, storage and security of documents.
- Manage annual statutory audits and to communicate with the external auditors regarding audit issues. Calculate employee salaries, deductions and contributions.
- Filing of Withholding tax, Sales tax & Income tax return.
- Respond to notices issued by FBR.
- Other duties, consistent with the role, as required from time to time by Managing Director.

#### **QAVI & CO. (CHARTERED ACCOUNTANTS)**

Presently working as a **Senior Auditor** in **Qavi & Co** (chartered accountants), my key responsibilities include:

- Leading large teams through planning, execution and completion stages of audit
- Engagement planning based on understanding of the entity and assessment of business and related audit risks
- Coordination with firm's partner to define the extent of planned audit procedures and to update on progress of the engagement
- Supervision, review and finalization of an assurance engagement
- Liaison with client's management and communication of relevant matters to persons at appropriate level of responsibility
- Consultation on significant matters with various professionals such as company's executives, lawyers, tax advisors, actuaries and IT experts
- Assisting clients in preparation of financial statements in accordance with the applicable financial reporting framework including compliance with International Financial Reporting Standards (IFRS), local corporate laws and directives of regulatory authorities
- On-the-job training and professional development of staff

#### ***Experience Of Performing Above Services For The Following Clients:***

<b>CERAMICS</b>	<b><i>Karam Ceramics Limited</i></b>
<b>FAST MOVING CONSUMER GOODS SECTOR (FMCG'S)</b>	<b><i>Hilal Confectionery (Private) Limited</i></b>
	<b><i>Pearl Confectionery (Private) Limited</i></b>
	<b><i>Unique Foods (Private) Limited</i></b>
	<b><i>Emkay Foods (Private) Limited</i></b>
<b>AUTO MOBILE</b>	<b><i>Supertech Auto parts (Private) Limited</i></b>
	<b><i>Skyways manufacturer (Private) Limited</i></b>
	<b><i>Super Star Auto parts (Private) Limited</i></b>
<b>TEXTILE</b>	<b><i>Rajby Industries</i></b>
	<b><i>Vista Apparels</i></b>
	<b><i>Quality, Dyeing &amp; Finishing (Private) Limited</i></b>
	<b><i>Abdullah Textile Mills (Private) Limited</i></b>

CONSTRUCTION	Kohistan Construction (Private) Limited
	Shamim Builders (Private) Limited
ENTERTAINMENT	Millinium Entertainment (Private) Limited
	Amaha Entertainment (Private) Limited
PHARMACEUTICAL	Tabros Pharma (Private) Limited
CHEMICAL	Gulf Chemical (Private) Limited
GOVT. AUTHORITIES	Korangi Fisheries Harbour Authorities
	Karachi Water & Sewerage Board

PERSONAL INFORMATION		IT PROFICIENCY	
Marital Status:	Married	<ul style="list-style-type: none"><li>▪ Proficient in Microsoft Office applications, particularly MS Word and MS Excel</li><li>▪ Proficient in using ERP and Oracle based Software’s.</li></ul>	
Date of Birth:	December, 1988		
Language Proficiency:	English and Urdu		
Nationality:	Pakistani		
Gender:	Male		
Availability	Within one month		