**MUHAMMAD AAMIR ABBASI**



House No.400, Korangi 2 ½ , Karachi.

Mobile # +923463261760

Email: [aamir.abbasi2@yahoo.com](mailto:aamir.abbasi2@yahoo.com)

**OBJECTIVE:**

Seeking a challenging position with responsibility where I can use my considerable skills in maintaining accounts and strong knowledge of computer to advance a proven track record for managing resources effectively, and delivering results.

**EMPLOYEEMENT HISTORY:**

September 1st 2015 **ZAHRA COMMUNICATIONS (PVT) LTD.**

to Present

***ACCOUNTANT***

* Preparation of Management Accounts
* Supervise the financial operations of the organization and ensure timely and accurate financial reports and practices including cash management, payroll, financial disbursements, ledgers etc.
* Obtain approvals from the Finance Manager on all procurements and purchases.
* Preparing Fixed Assets Schedule & updating Fixed Assets Register.
* Supervision & review of monthly bank reconciliation statement.
* E filing of monthly salary income tax & supplier’s income tax deducted at source.

April 1st 2008 to **QASIM KHAN & COMPANY** (Engineers & Contractors)

August 30th 2015 (A leading construction company having No-Limit license category of PEC)

***ACCOUNTANT***

* Preparation of Project Accounts of D.H.A City Project Package 2 Sector 5.
* Procurements & Administrative works of D.H.A City Project.
* Prepared Project Accounts (maintained Project Accounts of Gharo-Mirpur. Sakro Project Package I (0+000 To 24+000 Km).
* Segregated accounts of running projects.
* Review & verification of site expenses of running projects.
* Preparation & follow up of advances & pre-payment schedule of sub contractors.
* Supervision & review of other project accounts outside Sindh.
* Preparing Fixed Assets Schedule & updating Fixed Assets Register.
* Supervision & review of monthly bank reconciliation statement.
* Review of monthly payroll of office staff & site staff including deduction of I/Tax & EOBI.
* E filing of monthly salary income tax & sub-contractors /suppliers income tax deducted at source.

August 12th 2006 to **MEDITEC INSTRUMENTS CO.**

March 31st 2008 (Sole distributor of Medica Corporation U.S.A & Mindray Co.Ltd China, for the

Sales & Supply of Medical Equipment & Reagents in Pakistan)

***ACCOUNTS EXECUTIVE***

* Preparation of monthly management accounts
* Preparation of branch management accounts on monthly basis (consolidated & segregated)
* Supervision & review monthly bank reconciliation statement
* Responsible of monthly sales tax return, statement and quarterly annexure “B” and annual annexure “C”.
* To review monthly accrual & payments made to suppliers.
* Preparation of fixed assets schedule to have update position of fixed assets.
* Preparation of monthly staff payroll including deduction of EOBI & I/Tax.
* Payroll reconciliation with salaries expense & salaries payable ledger.
* Preparation of pre-qualifications of firm for government institution.
* Preparation & review tender inquiry for government & semi- government hospitals & health departments.
* Documentation of bank contract & L.C

April 1st 2005 to **QUALITY CARTONS**

August 11th 2006 (A packaging company manufacturing & supplying all kinds of Packaging

Material for Multinational Pharmaceutical Industry)

***ACCOUNTANT***

* Preparation of Final Accounts.
* Implemented the Business Patterns computerized accounting system.
* Bookings & Payments made to suppliers.
* Preparing Fixed Assets Register to have updated position of additions in Fixed Assets and calculation of Depreciation Expense.
* Supervision & review of monthly bank reconciliation statement
* Review monthly Out-standing of Debtors & Creditors.
* Monitored cash and accounts receivable.
* Deduction of EOBI and submission of EOBI and SESSI contributions.
* Finalization of final dues and payments thereof, of employees leaving the company.
* E Filing of monthly sales tax and income tax on salary & income tax deducted at source.

February 1st 2004 to **HYDER BHIMJI & CO.** (Chartered Accountant)

March 31st 2005

***AUDIT TRAINEE***

I worked as an External Auditor with Hyder Bhimji & Co. (Chartered Accountants). Area of responsibility included conduction of financial audits of Public & private limited companies and other corporate bodies in manufacturing & service sectors. I also carried out Audits of Non Profit organizations & carried out special assignments with the clients.

August 15th 2001 to **BOSCH PHARMACEUTICALS (PVT) LTD.**

January 31st 2004 (A re-known pharmaceutical company of Pakistan)

***WARE-HOUSE SUPERVISOR***

* Preparation of DC, GRN & MR (Computerized)
* Preparation of monthly stock return, & damage stock report for management.
* Responsible of maintain stock register to update stock position at warehouse.
* Physical stock taking during monthly internal audit & financial audit.

**EDUCATION:**

M.COM 2012 (3.33 GPA) from Federal Urdu University Karachi

B.Com   2000 (2nd Division) from S.M Arts & Commerce College, Karachi

I.Com    1998 (2nd Division) from S.M Arts & Commerce College, Karachi

Matriculation (T.S.C) 1994 ("C" Grade) from Govt. Comprehensive Higher Secondary School, Korangi No. 3 Karachi

**OTHER QUALIFICATIONS:**

* Diploma in IAS / IFRS in 2015-2016 from ICMAP
* IELTS (Result 7/12/2013 Listening 6.0, Reading 4.0, Writing 6.5, Speaking 6 Overall 5.5)
* Certificate Course of Islamic Banking from Skill Development Council in 2008 (Duration 72 hours)
* Certificate Course of Electrical Wireman from A.T.C in 1998 (Duration 1 Year)

**COMPUTER SKILLS:**

Office Automation (Ms Office / Advance Excel)

Accounting Software (Visual Basic, Fox Pro, Peachtree & Quick Books)

**PERSONAL DATA:**

Father’s Name:  Ghulam Moin-uddin Abbasi

Date of Birth:  10-12-1977

Marital Status: Married

N.I.C No.   42201-0737324-3

Nationality: Pakistani

