

**Address:** House # 1, Sector 7/c, Orangi Town, Karachi – 75800, Pakistan

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**Status:** Married

**Date of Birth:** 01-May-1985

**MUHAMMAD ARSLAN SIDDIQUI**

**Areas of Expertise**

**RESUME**

* SAP
* ERP
* VISUAL BASIC
* MS OFFICE
* OUTLOOK
* EXCEL

For the last 3.5 years, I have been working as an accountant since start of business. Briogene (Pvt) Ltd is a member of Getz Group of Companies which was founded in 1852, California, USA.

**Core Responsibilities includes:**

* Prepare management accounts on monthly basis and report to Chief Operating Officer.
* Prepare financial accounts for holding company on his own format of dollar and PKR on monthly and quarterly with all supported schedules of ratios, actual vs. budgeted profit and loss, sales monthly and Ytd Schedules, Accruals etc.
* Prepare forecast sales sheet from coordination with sales staff and compare with budget for variances.
* Prepare purchase order and send to our principal and control inventory every week.
* Prepare Costing of Reagents import on monthly basis and budgeting of profit and loss for 3 years.
* Supervise sales tax return, SRB return, e-filing and all tax matters.
* Prepare sales incentive calculation of sales staff on monthly basis according to the incentive policy.
* Reviewing working papers and ensuring timely completion of assigned tasks within the stipulated time for onward review by Chief Operating Officer and submission of key deliverables to him within agreed deadlines.

**Assistant Manager Finance Jan 2016 – till date**

**Senior Accounts Officer Jan 2014 – Dec 2015**

**Accounts Officer *Jan 2013 –Dec 2013***

**Briogene (Pvt) Ltd (An Associated Company of Getz Group)**

**PROFESSIONAL EXPERIENCE**

* Positive, hardworking, confident and self-motivated individual having belief that everything happen for a reason and purpose, and it serves us.
* Good written and verbal communication skills
* Ability to meet deadlines & work under pressure
* Good multi-tasking skills including ability to prioritize
* Ability to work within a team and lead too
* Willingness to take a high level responsibility.
* Strong inter-personnel skills.
* Problem solving and decision making skills

**Computer Skills**

**PROFESSIONAL:**

* **Cost and Management Accountant (Stage 4)**

Institute of Cost and Management Accountant of Pakistan (ICMAP)

**ACADEMIC:**

* **Masters in Commerce (M.Com)**

Federal Urdu University of Arts, Science and Technology

**MA** *Linguistics***:** University of Karachi 2005

**Bachelors of Arts**: University of Sindh 2000

Experienced Assistant Finance Manager Seeking Employment With Reputable Organization Where My Skills and Training Can Be a Positive Contribution to Company.

* Preparation of Financial statements as per IFRSs and Companies Ordinance.
* Sales tax return, SRB return and Income tax monthly withholding statement e-filing.
* Preparation of Costing and Budgeting.
* Management of subordinators to maintain information for internal and external reporting.
* Preparation of budgets and forecasts.

**Skills and Competencies**

**CARREER OBJECTIVE**

**EDUCATION**

**Lecturer**

**Institute of Commerce Education**

**Karachi *Jan 2014- Present***

**Performing Key Responsibilities like:**

* Taught English and Business Communication to Intermediate and B. Com students.
* Assisted the administration in preparing timetable for classes.
* Ensured that student growth and achievement is continuous and appropriate for age group, subject area, and/or program classification.
* Performed other duties and responsibilities as assigned by the supervisor.

**Core Responsibilities includes:**

* Prepare Bank Reconciliation on daily basis of 20 Banks including Foreign Currency Account and report to Manager Treasury.
* Entries in SAP of advance receipt against sales from all over Pakistan.
* Deeply working on receipt side and response to Manager Treasury about cheaque bounced or returned and from where and which party.
* Letter Drafting.

**Accounts Officer (Contract) *Jan 2012 –June 2012***

**NATIONAL FOOD LIMITED**

**Food & Beverage (FMCG)**

**Core Responsibilities includes:**

* Prepare Journal Entries of sales, Purchases, JV’s, BR and report to Manager Finance.
* Prepare E-Challan of weekly withholding taxes under section 153 1(a) (b) 155, 255 etc.
* Sales tax return file monthly with coordination of senior accounts officer.
* Bank Reconciliation daily basis.
* Letter Drafting.

***Reference will be furnished on request***

* National Sailing Centre.
* Muhammad Ali Cooperative Housing Society.
* Works Cooperative Housing Society.
* Shamsi Society.
* Darul Uloom Amjadia.
* Darul Uloom Naeemia.
* Hayat Ul Islam Public School & College,
* Madani Masjid.
* Usman Public School.

**MEHMOOD ZUBERI & COMPANY CHARTERED ACCOUNTANT.**

**Jan-2007 – Dec-2007**

**Internship Experience**

**PROFESSIONAL EXPERIENCE**

**Assistant Accountant *2008 –Mar 2011***

**ABDUL WAHID OOMER & CO**

**(Manufacturer & Exporter)**

**REFERENCES**

**Core Responsibilities includes:**

* Prepare Sales Order, Delivery Challan, Invoices on daily basis and report to Senior Accounts Officer.
* Entries in ERP inventory software and control inventory.
* Letter Drafting.

**Accounts Officer (Contract) *July 2011 –Dec 2012***

**SAMI PHARMA PRIVATE LIMITED**

**PROFESSIONAL EXPERIENCE**

**PROFESSIONAL EXPERIENCE**

* Reading Books
* Social Media
* Cricket

**Interests**

* **English** [Fluent-full knowledge]
* **Urdu** [Fluent- full knowledge]

**Languages**