



Summary

Served as a Senior Superintendent at CAA

Audits Accomplished: Caltex Oil Pakistan Limited Lekson Tobacco UBL Bank Olbrics Company Accountant Asian Textile Mills

I am a detail-oriented professional, offering hands-on experience and broad understanding of accounting and finance principles and practices. Articulate expert, instrumental in managing accounts and transactions, improving financial reporting efficiency, and providing support to achieve financial and business objectives. Armed with the ability to effectively prioritize and manage a wide range of responsibilities. Possess acute exposure in relation to internal auditing (financial as well as operational) within a petroleum exploration and Production Company. Demonstrated ability to comprehend and tackle complex financial reporting and regulatory compliance matters while working in multi-cultural environment. Proficient in MS Office.

My key skills include Accounting & Finance Management, Accounting Applications Deployment, Payable Processing, Accounts Statement Finalization, Petty Cash Management, Accounts Production & Payment, Full Accounting Life Cycle, Accounts/Banks Reconciliation, Continuous Process Improvement, Sales Tax & Personal Taxation, Internal & External Audit, Budgeting & Cost Reduction, Microsoft Office Suite, Payroll Processing and Cross-Functional Leadership

My professional background and great industrial exposure coupled with an excellent track record makes me an ideal candidate for executive roles. As such I would welcome a discussion regarding opportunities with your organization that fit my background.

Skills

Voucher Management | Taxations | Tax Preparation | Tax Matter Handling | Tally ERP | Student Affairs | Sales Tax | Profit and Loss | Problem Solving | Petty Cash Management | Payroll Processing | Official Assignments | MS Excel | Microsoft Excel | letter writting | Letter Writing | Ledger | Leadership Skills | Key Account Manager B2B | Key Account Management | Invoice Handling | Income Tax | Fluent In English | Financial Management | Financial Audits | Financial Audit Compliance | Financial Accounting | Finance | ERP Software | ERP | efilng | Data Entry Operations | Data Entry | Critical Thinking | Credit Collection Recovery | Costings | Cost Management | Cost Control | Cost Allocation | Cost Accounting Standards | Computer | Communication Skills | Client Managing Skills | Cash Flow Statement | CA | Bookkeeping+ | Bookkeeping | Book Keeping | Bill Drafting | Basic Taxation | Bank Reconciliation | Balance Sheet | Auditing | Audit Assignment | Accouting | Accounts Reconciliation | Accounts Reconciliation | Accounts Production | Accounts Payment | Accounts Management | Accounts Finalization+ | Accounts Finalization | Accounts Adminstration | Accounts Administration | Accounts | Accounting Consulting | Accounting Applications | Accounting | Ability To Work Under Pressure

Experience

Feb 1989 - Dec 2018

Senior Superintendent

Pakistan Civil Aviation Authority (CAA), Karachi, Pakistan

As Senior Superintendent supervising of a team of twelve members and direct reports, assist senior leadership and board of directors in financial management reporting and present financial projections to support management in decision making.

- Served in finance, tax, revenue, and Payroll department, compiled chart of

accounts information, and documented all financial transactions through examination of trail balance and final accounts.

- Implemented an appropriate methodology for asset depreciation, supervised invoicing process, and tracked both debtors and creditors, managed payables of all company locations; indirect taxation matters; and external and internal audits.
- Efficiently provided detailed fiscal data in collaboration with the senior management team and business unit heads in compliance with management plans and policies while examining department activities.
- Maximized profitability and collaborated with operations management team to enhance benchmarking, financial reporting, and best practices implementation, while enhancing client satisfaction.
- Achieved team budgets, business plans, and performance objectives as well as managed project financials, timely billing, collection, and variance recognition. Addressed issues and concerns by providing guidance and proposal delivery to potential customers.
- Demonstrated keen attention to details to review invoices received from vendors and supported documents attached with all invoices. Processed payments in coordination with admin department for disbursement of vendors timely payments.

May 1987 - May 1988

Auditor

Ford Rhodes Robson Morrow, Karachi, Pakistan

May 1973 - May 1983

Accounting

Asian Textile Mills, Karachi, Pakistan

Education

1998

MA from University of Karachi, bcom from islamia college and article ship done from ford rhodes robson morrow

Masters in Arts

Political Science,B.COM

Languages

English

Intermediate