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# SHAMEEL IQBAL

Apartment No. 02, Anjum Mansion,

A.M.1, Burns Road Karachi, Pakistan-74200

**Residence:** +9221-32637834

**Cell:** +92345-3040689

**Email:** [shamyel@live.com](mailto:shamyel@live.com)

**Skype ID:** shameel.iqbal1

# *CAREER OBJECTIVE*

Seeking a position where extensive experience will be further developed & utilized.

# *PROFESSIONAL EXPERIENCE*

**QUETTA TEXTILE MILLS LIMITED (Sr. Accounts Executive) Sep 2015 - Present**

* Prepares asset, liability, and capital account entries by compiling and analyzing account information.
* Responsible for all accounting work necessary to insure Accounts Payable are processed in a timely and efficient manner.
* Responsible for the maintenance of the accounts payable ledgers by checking invoices, requisitions, accounts, orders, and the distribution of charges.
* Prepare monthly Accounts Payable reports.
* Responsible for the maintenance of the accounts receivable ledgers by checking invoices, input receipts and adjust withholding taxes.
* Ensure all staff related payments that require adjustment to payroll are recorded accurately in a timely manner and processed through the monthly payroll.
* Update and prepare monthly FBR portal withholding tax detail.
* Prepares routine journal entries and year end accrual entries for processing.
* Submission of weekly withholding taxes on supplies, services, rents to government treasury.
* Manage and process petty cash and its vouchers.
* Process rental payment for Office Premises.
* Performs related work as may be required.

**ARTISTIC DENIM MILLS LIMITED (Accounts Officer) Sep 2014 – Sep 2015**

* Responsible for overall administration of Accounts Payable & Receivables section.
* Preparing monthly balance sheet schedules such as A&P accruals schedules and other accruals schedules.
* Preparing monthly vendor reconciliation.
* Ensure the accuracy of calculations, check that all supporting documents are attached and appropriate GL accounts have been used.
* Handling all vendors’ correspondence and queries.
* Receiving the list of the suppliers to be paid.
* Processing petty cash advances, petty cash expenses and adjustment payments.
* Record all cheques.
* Keeping the track of all cheques which are sent for signatures.
* Coordination of audit and tax matters with external auditors.
* Maintain banks’ reconciliations.
* Posting of staff & workers’ salaries.
* Make Full & Final settlement of resigning employees.

**AL BARAKA BANK PAKISTAN LTD. (Finance Officer) Oct 2012 – Sep 2014**

* Proper book keeping of payment vouchers.
* Posting all types of expenses and centralized payments which included suppliers, services, brokerage & commission and branches rental.
* Withholding Tax deduction of u/s 153, 155, 231A, 231AA, 233.
* Processing construction, security, transportation, maintenance & other contract related payments.
* Processing travel related advances, hotel charges, ticket charges visa charges etc. and adjustments.
* Maintaining GL’s of advances and suspense accounts.
* Processing staff related advances adjustments and reimbursements and other staff related payments.
* Update MIS Tax portal on monthly basis.

**MUSHTAQ & CO. Chartered Accountants (Audit Executive) Jan 2009 – Jun 2012**

* Assisting on audits, mainly at client sites e.g. cash, fixed assets, trade payables and receivables;
* examining company accounts and financial control systems
* Assist in assuring audit practices conform to department and professional standards.
* Researching potential clients while in the office;
* Checking that financial reports and records are accurate and reliable.
* Ensuring procedures, policies, legislation and regulations are correctly followed and complied with.
* Performs related works as and when assigned.

# *EDUCATION*

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| --- | --- | --- | --- |
| **QUALIFICATION** | **INSTITUTE** | **YEAR** | **GRADE / DIVISION** |
| CPA | ICPAP | 2018 | Finalist |
| MBA (Finance) | KASBIT | 2018 | Cont. |
| C.A. (AFC Stage) | ICAP | 2015 | Passed |
| M.A. (Economics) | University of Karachi | 2013 | 2nd |
| B.com | University of Karachi | 2008 | 2nd |
| H.S.S.C | Bahria College | 2004 | B |
| S.S.C | A.B.C Public School | 2002 | A |

# *SKILLS & LANGUAGES*

# MS Office

# Complete hand on ERP (Sidat Hyder)

# English

# Urdu

# *PERSONAL DATA*

**Father’s Name:** Muhammad Iqbal

**Date of Birth:**  23-11-1984

**Nationality:** Pakistani

**N.I.C. #** 42301-2433301-1

**Religion:** Islam

**Marital Status:**  Single

**Gender:** Male

# *REFERENCES*

1. **Muhammad Salman Arif, ACA**

Manager Accounts

Artistic Denim Mills Limited

Plot No. 5-9 & 23-26; sector 16 Korangi Industrial Area, Karachi.

Tel: 9221-111-236-236

Cell: 92323-2199935

E-mail: admaccounts@admdenim.com

1. **Amir Zaheer**

Manager Finance

Quetta Textile Mills Limited

Nadir House, I.I Chundrigar Road, Karachi.

Tel: 9221-32414334

Cell: 92322-2003960

E-mail: amir@quettagroup.com

1. **Zeeshan Ahmed Sheikh**

Manager Finance

Al Baraka Bank Pakistan Limited

162 Banglore Town, Main Shahrah-e-Faisal, Karachi.

Tel: 9221-34315851

Cell: 92321-2429289

E-mail: zeeshan.sheikh@albaraka.com.pk