

MUHAMMAD IMAM HUSSAIN RAZA



PROFILE

I am eager to contribute my skills and expertise within a dynamic organization known for its strong leadership and collaborative atmosphere. Seeking an environment that fosters growth and allows me to leverage my professional strengths to drive success and achieve mutual goals.

STRENGTHS & CAPABILITIES

- Advanced proficiency in financial analysis and reporting.
- Strategic planning and budget management expertise.
- Comprehensive knowledge of tax laws and compliance.
- Efficient payroll administration and employee benefits management.
- Strong leadership and team management skills.
- Proficiency in ERP systems, particularly Oracle Financial.
- Exceptional problem-solving abilities in complex financial scenarios.
- Commitment to maintaining high standards of accuracy & integrity in financial operations.

WORK EXPERIENCE

Deputy Manager Finance Aug 2002- Present

Peoples Steel Mills Limited

- Spearheaded financial management operations, ensuring regulatory compliance.
- Led a team of finance professionals, fostering a positive and productive work environment.
- Oversaw year-end financial statement reviews and audits, ensuring adherence.
- Managed accounts payable and receivables, optimizing cash flow and financial efficiency.
- Liaised with external auditors and tax consultants, minimizing risks and ensuring accurate.

Chief Accountant & Company Secretary Oct 1997 - Jun 2002

Ketrex Silk Mills (Private) Limited

- Provided strategic financial leadership, overseeing accounting, budgeting, and financial.
- Ensured compliance with corporate governance standards and regulatory requirements.
- Prepared and presented detailed financial statements and reports to management.
- Managed payroll processes and accounting teams, ensuring accurate and timely financial.
- Maintained statutory records and facilitated smooth corporate governance procedures.

Chartered Accountants, Senior Auditor Oct 1992 - Sep 1997

Earnest & Young, Ford, Rhodes

- Conducted audit procedures and maintained integrity and objectivity in communication.
- Planned and executed audit procedures, ensuring compliance with laws and regulations.
- Identified and assessed financial risks, developing audit programs to mitigate them.
- Prepared detailed audit reports, communicating findings and recommendations.
- Facilitated inventory and cash counts, ensuring accuracy and completeness of financial.

CONTACT

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SKILLS

- ✓ Financial Analysis
- ✓ Strategic Planning
- ✓ Budget Management
- ✓ Tax Compliance
- ✓ Payroll Administration
- ✓ Team Leadership
- ✓ ERP Systems (Oracle Financial R-12)
- ✓ Regulatory Compliance
- ✓ Financial Reporting
- ✓ Problem-solving
- ✓ Time Management
- ✓ Data Integrity

Accounts Assistant

NS Industries (Private) Limited

Oct 1991 - Oct 1992

- Assisted with financial data entry, accounts payable, and accounts receivable processes.
- Prepared and processed invoices, payments, and journal entries with accuracy and efficiency.
- Reconciled accounts and maintained ledgers and spreadsheets to support financial operations.
- Collaborated with colleagues to ensure smooth and efficient financial workflows.
- Developed strong attention to detail and organizational skills in a dynamic work environment.

EDUCATION❖ **MBA in Finance****2012**

Preston Institute of Management Science & Technology

❖ **Graduation in Commerce****1991**

St. Patrick's Govt. College

MAJOR ACTIVITIES

- Played a key role in the implementation of Oracle (ERP) at PSM, acting as a key user from the finance side.
- Compiled and managed the company's assets portfolio for 34 years, assisting in the development of policies and procedures for fixed assets handling and recording.
- Developed and maintained a fixed asset register on ERP in accordance with Technical Release (TR-6) issued by ICAP.
- Coordinated and worked efficiently on the implementation of Oracle Financial.
- Strengthened the finance team by providing training and support on financial systems and processes.

TRAININGS & SEMINARS

- Completed 4-year mandatory Audit Articleship at Earnest & Young, Ford, Rhodes, Chartered Accountants.
- Hands-on experience with various modules of Oracle Financial R-12 as an End/Key-User.
- Attended seminars on Income Tax & Sales Tax Operations & Management.

VOLUNTEER WORK

- Organized and led blood donation drives for various foundations.
- Assisted underprivileged students in pursuing their education.
- Provided free education to over 200 disadvantaged girls and women.

OTHER EXPERIENCE

- Expertise in dealing with banks for the opening and retirement of (Sight/Usance/FATR) Letters of Credit.
- Corresponded with suppliers and banks for amendments of Letters of Credit.
- Liaised with freight forwarders and shipping companies to ensure smooth logistics operations.
- Managed procedures and processing of documents for imports, ensuring compliance with regulatory requirements.

MEMBERSHIP

- Karachi Tax Bar Association (M-328)

PERSONAL INFORMATION

- Full Name : Muhammad Imam Hussain Raza
- Father Name : Muhammad Jamil Raza
- Date of Birth : 1-1-1970
- CNIC Number : 42201-3366804-9
- Marital Status : Married
- Address : B-45, Anum Home, Malir Halt, Karachi

LANGUAGES

- English
- Urdu

REFERENCE

- Available upon request