

# Muhammad Umar Mazari

Senior Accountant | Financial Analysis | Budget Management | Compliance Expertise

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## SUMMARY

Finance professional with over Six years of experience in accounting and financial analysis, expert in compliance and budget management. Key achievements include successfully implementing IAS 16 ahead of the scheduled deadline and reducing processing time for petty cash posting by 50%. A Senior Accountant position is being sought at E53 Fulfillment, where accounting and financial analysis skills will be brought to support the mission of enhancing financial accuracy and accountability across operations. With expertise in managing accounts payable/receivable, cash flow monitoring, and financial forecasting, a significant contribution to the company's financial objectives is anticipated.

## EXPERIENCE

### Sr Accountant

E53 Fulfillment 12/2024 - Present Karachi, Pakistan

- Supervise and manage daily accounting activities including accounts payable/receivable, general ledger, and bank reconciliations
- Monitor cash flow and preparation of cash flow forecasts and budgets
- Coordinate with internal departments to resolve financial issues and ensure accounting accuracy
- Month end reporting and other tasks assigned by the management

### Supervisor Accounts

SMB Services 06/2023 - 11/2024 Karachi, Pakistan

- Handling all the financial aspects for clients
- Drafting client onboarding Contracts and making them reviewed by the Head of Department and getting them executed timely and accurately
- Managing closing process
- Detailed analysis of monthly, quarterly & annual financial results

### Assistant Manager of Accounts

Appedology 12/2021 - 06/2023 Karachi, Pakistan

- Spearhead customer payment and billing procedures, ensuring smooth transactions
- Managing client Contracts and billing each client accordingly
- Managed the full spectrum of accounts payable and receivable, ensuring timely processing
- Oversee efficient utilization of company funds, maintaining financial stability
- Foster collaborative relationships with teams to optimize financial processes

### Staff Accountant

Netpace Inc 03/2021 - 10/2021 Karachi, Pakistan

- Performed the full spectrum of accounts payable and receivable, ensuring timely processing
- Implemented effective employee time-tracking procedures for accurate payroll disbursement
- Diligently reconciled financial transactions, ensuring the accuracy of financial reporting

### Finance Executive

Dany technologies 02/2020 - 02/2021 Karachi, Pakistan

- Supervised all financial transactions, prioritizing accuracy and timely reconciliation
- Prepared and presented final accounts for MTGT Dubai, ensuring financial transparency
- Accurately filed VAT in Dubai, complying with local regulatory standards

## LANGUAGES

English

Proficient



## SKILLS

**General Ledger      Accounts Payable**

**Accounts Receivable      Microsoft Dynamics**

**QuickBooks      Xero      MS Office**

**Microsoft Dynamics GP      Payroll**

## FIND ME ONLINE

[LinkedIn](https://www.linkedin.com/in/umarmazari/)

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## PROJECTS

### IAS 16 Implementation

Date period Location

Short summary of your work

- Successfully implemented IAS 16 ahead of the scheduled deadline, demonstrating project management skills
- Managed fixed asset tagging, improving tracking and accountability

## EXPERIENCE

### Finance Officer

Chase Up 12/2018 - 02/2020 Karachi, Pakistan

- Performed financial operations, including cost analysis and budgeting, to drive financial health
- Streamlined petty cash posting procedures, achieving a 50% reduction in processing time
- Preparing and executing Rental agreements and other contracts between Chase Up and Vendors
- Facilitated accurate and timely bill payments, fostering positive vendor relations

## EDUCATION

### Chartered and Management Accounting

Institute of Chartered & Management Accountancy of Pakistan (ICMAP)

Date period Location

- | Pursuing
- Pursuing in-depth knowledge of cost and management accounting, preparing for advanced financial roles
- Developing strategies for efficient financial management through comprehensive coursework

### Master of Commerce, Accounting & Finance

University of Sindh

2023 Location

- Gained comprehensive understanding of accounting and financial management, equipping for future
- Leadership roles
- Explored key commerce principles and practices, fostering well-rounded financial expertise

### Certification, QuickBooks

Virtual University of Pakistan

2021 Location

- Acquired proficiency in accounting tasks using QuickBooks, adding a valuable skill to the finance toolkit
- Achieved a strong performance with an 83% score, demonstrating a firm grasp of the material