**MUHAMMAD AMJAD MAHMOOD**

ACCA (Association of Chartered Certified Accountant-UK)

**Current Location:** H.No. 111 Block No.5 Sector A-2 Township, Lahore - Pakistan

**Email:** [**amjadyasin@gmail.com**](mailto:amjadyasin@gmail.com)

**Phone: (M)** +92-302-4141451

I am seeking a career that provides me an opportunity to work with people and technology. I enjoy meeting targets, reaching solutions, dynamic environment and particularly teamwork. My career aim is motivated by a number of influences such as advancement, collaboration and job satisfaction.

**CAREER HISTORY**

* **Around 5 years of practical experience** in the field of accounts & finance.
* Handled various assignments including **accounting, financing, and book keeping** as per requirements of **IFRS’s** and prevailing laws.

**CAREER RELATED SKILLS**

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| * Finance & Accounts Management | * System Design |
| * Costing & Budgeting | * Computerized Accounting System ERP (Oracle 11**i**) |
| * Financial Statements * Management Reporting | * Efficient Planning & Execution Skills * Result-driven Work Approach |
| * Accounts Receivables/ Payables * Fixed Assets | * Strong Work Ethics & Team Dynamics * People and Team Management |

**WORKING EXPERIENCE DETAILS (AUGUST 2008 – NOVEMBER 2013)**

***AZGARD NINE LIMITED – Pakistan***

A leading well known multinational company (ISO-9000 certified) listed on Karachi Stock Exchange having annual turnover of over Rs.14 billion engaged in business of Textile Spinning, Weaving, and Stitching & also have purchased one of the famous Brands in Denim from Montebello Italy.

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| --- | --- |
| Organization Type : | Manufacturing and Production Industry |
| Designation : Tenure : | Deputy Manager Accounts & Finance October 2009 to November 2013 |
| Span of Control : | 10 Personnel |
| Reason for Switching : | Promoted by Management |
| Reporting to : | Manager Accounts & Finance and Chief Finance Officer |
| Responsibilities : | Management Reporting, Financial Reporting, Budgeting, Reconciliations, Mark-up Calculations, Monthly Payroll, Accounts Receivables, Accounts Payables, Fixed Assets, Inventory |
| Brief Job Description : | * Preparation of Financial Statements (Profit & Loss, Balance Sheet, Cash Flow Statement, Statement of Changes in Equity and Notes to accounts * Preparing monthly management accounts. Monitoring of monthly expenses comparison * Compile and analyze financial information * Prepare reconciliations of Bank statements, Accounts payable and Accounts receivable periodically and report if discrepancies found; * Ensure that all data is entered into the accounting system accurately and in a timely manner, and that all ledgers are updated for preparation of monthly management accounts and reports; * Responsible for ensuring proper booking of all expenses, accruals and provisions, cash receipts & cash payments * Calculate mark up on quarterly basis and reconcile it with amount claimed by the financial institution; * Supervision & Monitoring of landed cost of imported items * Responsible for smooth running of all accounting operations in **Oracle® 11i** **(i.e. AP,AR,GL,FA & Inventory)** * Reconciliation of control accounts with subsidiary modules **(i.e. AP,AR,GL,FA & Inventory)** * Made additions in chart of account under the supervision of Manager Accounts & Finance; * Budget preparation and assist in management activities; * Maintain budget payment schedule and inform the treasury department when payment is due; * Monitor cash flows and produce cash flow reports to Manager Accounts & Finance; * Maintain professional and technical knowledge by attending educational workshops. * Co-ordination and facilitation in conduct of Annual External Audit |

***AZGARD NINE LIMITED– Pakistan***

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| --- | --- |
| Organization Type : | Manufacturing and Production Industry |
| Designation :  Tenure : | Deputy Manager Receivables & Fixed Assets  August 2008 to September 2009 |
| Span of Control : | 06 Personnel |
| Reporting to : | Manager Accounts & Finance |
| Responsibilities : | Accounts Receivable activities management |
| Brief Job Description : | * Validation of sale invoices * Checking of receipt vouchers * Preparation of weekly aging report and follow-up for upcoming payments to insure in-time receipts * Co-ordination with Marketing & Export regarding shipment related issues Compile and analyze financial information * Review of Rebate Status and co-ordination with consultants for timely receipts * Preparing sale schedules and commission working * Reconciliation of AR module with GL * Additions, disposals, reclassification and transfer of Fixed assets * Preparing fixed asset schedules and maintain fixed register * Reconciliation of Fixed asset module with GL * Accounting treatment of revaluation surplus * Preparing details for annual external audit and providing data to external auditors |

**EDUCATIONAL CREDENTIALS**

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| --- | --- | --- | --- | --- |
| **Sr.** | **Certification / Degree** | **Institution / University** | **Specialization / Major** | **Passing Year** |
| 1 | ACCA | Association of Chartered  Certified Accountant, UK | Accounts, Finance & Auditing | 2008 |
| 2 | B.C.S | Allama Iqbal Open University, Islamabad | Computer Sciences | 2003 |
| 4 | HSSC | Federal Board of Intermediate & Secondary Education, Islamabad | Physics, Chemistry & Biology | 1999 |
| 5 | SSC | Board of Intermediate & Secondary Education, Sargodha | Science Subjects | 1997 |
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**i.t skills**

* ERP (ORACLE 11**i**)
* Peachtree
* Tally
* Microsoft Office (MS Word, MS Excel & MS Power Point)

**OTHER INTERESTS**

Cricket, Movies & Travelling

**PERSONAL DETAILS**

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| Father’s Name : | Ghulam Yasin |
| Marital Status : | Single |
| Date of Birth : | March 07, 1982 |
| Language Competency : | English, Urdu, Punjabi |
| Passport Number : | RS0157661 |
| Nationality : | Pakistani |
| Reference : | Available upon request |