

## **MUHAMMAD ANAS BARAI**

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## **OBJECTIVE:**

Seeking for best opportunities, Where I can apply my theoretical Knowledge and groomed my personality.

## **EDUCATION:**

- Master In Business Administration From Iqra University (CGPA 3.55) (Major Finance)
- Bachelor of Commerce from M/s. Govt. Gulshan College, Karachi.(First Division)
- Intermediate (Commerce) from M/s. Govt. Gulshan College, Karachi.(A-Grade)
- Matriculation (Science) from M/s. The King's School, Karachi. (A-Grade)

## **EXPERIENCE:**

(From April 2021 to Present )

Joined as an Leading Master Data Management (MDM, MM, PP, QM, FI ) in SAP S4 HANA at **Al-Razzaq Fibres (Pvt)Ltd.(SAYA)**

1. Creation of Factory Raw material & semi Finished goods material, Bom ,Routing, mixing ratio and cost estimates in sap which includes yarn codes, greige fabric codes, sizing codes, rewind yarn codes
2. Creation of Saya (Retail) finished & semi finished goods material, Bom ,Routing, mixing ratio and cost estimates in sap.
3. Maintain characteristics of all codes
4. Create material of stores & spares, capex materials and consumable items
5. Create finished material codes of saya in g-tech software
6. Extend materials on Plant, storage location, sales organization & distribution level, valuation type.
7. Creation of vendor, customer, LC account & employees account
8. Creation of cost centres of both registered & unregistered segment
9. Mapping of barcode of g-tech codes in sap
10. Mapping of g-tech design code in sap material description
11. Mapping of sap codes and valuation type in g-tech
12. Creation of third party finished & semi finished goods material, Bom ,Routing, mixing ratio and cost estimates in sap.
13. Maintaining of standard price and MRP price in sap.
14. Creation of payment terms in sap.
15. Creation of customer in g-tech software.
16. Extension of vendor & customer in different purchase & sales organization
17. Creation Of storage location in sap.

**(From 16-Sep-17 to April 2021)**

Joined as an Senior Accountant at **Al-Razzaq Fibres (Pvt)Ltd.(SAYA)**

**Responsibilities Included:**

- Reconciliation of all Banks Account Of company
- Making vendor aging report on daily basis.
- Making vendor payable report on weekly basis.
- Making cash flow of company.
- Ensure purchase and service invoices are received, approved and processed after essential documents are attached as supporting.
- Prepare cheques for payment to suppliers/service providers/staff/utilities regulatory authorities & rentals etc.
- Reconciliation of clearing Agents ledger
- Matching purchase with sales tax return on monthly basis.
- Ensure taxes are properly deducted from the purchase invoices; after in consultation with Tax department.
- Posting Accruals Entries of Payroll & make payments & liabilities of full & final settlement of employees.
- Reconciliation of Companies vendor's ledger.
- Maintain Company Fixed Assets register & Cwip Ledgers.

- Ensure three matching/checking (purchase or service order, Inward and Invoice) apply on purchase process.
- Ensure all purchase invoices; expense claims and other payment requests are checked with reference to Company's guidelines and posted in financial system.
- In case of third party transactions relating to purchases and services, ensure the prevailing Company's guidelines.
- Follow up disputed invoices with purchasers and ensure disputes are resolved in the best interests of the Company.
- Recording & Payment of all utilities bills of Headoffice , factory , warehouses & Outlets.
- Generate bank debit voucher upon financial system with accuracy.
- Ensure payments are made only after it is properly authorized.
- Ensure urgent payments are made quickly and efficiently but after proper approval have been obtained, from the approving authority.
- Liaise with Internal Audit.
- Posting of closing entries on month end.

## **Reporting**

- Vendor aging analysis
- Vendor payable report
- Monthly Cash outflow Report
- Monthly Advance I/Tax Report
- Monthly Reconciliation of purchases with sales tax return.
- Summary of advances paid to suppliers & security deposit to shipping companies.
- Summary of disputed bank charges adjustment
- Utility bills payment report / checklist

**(From 10-Oct-16 to 15-Sep-17)**

**Joined as an Accounts Officer at M/s Unity Food Limited.**

### **Responsibilities Included:**

- Assist in making Management Accounts.
- Assist in Making Product Wise Costing of Product.
- Reconciliation & Posting of Multiple Currency Bank Account.
- Reconciliation of clearing Agents ledger
- Matching purchase with sales tax return on monthly basis.
- Posting Accruals Entries of Payroll.
- Reconciliation of Company Bank Accounts.
- Reconciliation of Petty Cash of Factory on Daily basis.
- Reconciliation of Companies vendor's ledger.

- Ensure purchase and service invoices are received, approved and processed after essential documents are attached as supporting.
- Ensure 3 matching/checking (purchase or service order, Inward and Invoice) apply on purchase process.
- Ensure all purchase invoices; expense claims and other payment requests are checked with reference to Company's guidelines and posted in financial system.
- In case of third party transactions relating to purchases and services, ensure the prevailing Company's guidelines.
- Follow up disputed invoices with purchasers and ensure disputes are resolved in the best interests of the Company.
- Ensure taxes are properly deducted from the purchase invoices; after in consultation with Tax department.
- Generate bank debit voucher upon financial system with accuracy.
- Prepare cheques for payment to suppliers/service providers/staff/utilities regulatory authorities etc.
- Ensure payments are made only after it is properly authorized.
- Ensure urgent payments are made quickly and efficiently but after proper approval have been obtained, from the approving authority.
- Liaise with Internal Audit.

***(From Aug-2014 to 10-Oct -2016)***



*Joined as a Junior Accounts Officer at M/s. R&I Electrical Appliances (Pvt.) Ltd. (KENWOOD & HOMAGE). A manufacturing & trading company working under License of KENWOOD.*

**Responsibilities Included:**

- Posting of Collection Cheques in Oracle software.
- Bank Reconciliation of all Company's Bank A/c.
- Posting of JV related to Import Charges.
- Liaison with all Branch Accountants in order to verify their collection cheques & any queries for return cheques.
- Liaison with all Branch Accountants for software related issues.
- Verification & scrutinizing of vendors invoices.
- Maintaining & Record Keeping of all data.

- Recording Daily Sales / Revenue & Sales return in Oracle based software.
- Arrangement of stock in oracle by issuing Internal Memo.
- Scrutinizing & Rectification of Errors in Tax percentages for the purpose of Accuracy with regard to Taxes in GST Invoices.
- Assists in Preparation of Sales Person & Dealer Incentives.
- Recording of Credit notes, Issuing Sales Tax & Commercial Invoice.
- Coordination with Branch Accountants for Miscellaneous Issues.
- Liaison with all Branches to obtain their Monthly Receivable & Stock Report.
- Recording Purchase Receipt of Goods Import.
- Preparation of Monthly Stock Report individually for all branches of the Company.
- Preparation of Stock Report for Bank in order to avail Overdraft Facility.
- Monthly Stock Reconciliation (Between PHP System & Oracle System) & Rectification of identified errors if any.
- Assisting in Annual Stock Taking / Inventory Counting.

### **COMPUTER SKILLS:**

- Operating Systems: Windows XP, Windows Vista, Windows 2000.
- Office Package: Microsoft Word, Microsoft Power Point, Microsoft Access, Microsoft Excel, Microsoft Outlook Express & Surfing Internet.

### **STRENGTHS:**

- Leadership qualities.
- Decision making skills.
- Dedicated to work.
- Excellent Co-ordination.

### **PERSONAL INFORMATION:**

Father's Name : Haji Ayub  
 Religion : Islam  
 CNIC No. : 42201-9065715-1  
 Nationality : Pakistani  
 Date of Birth : 08<sup>TH</sup> May 1993

### **REFERENCE:**

Will be furnished upon request.

