

MOHAMMAD UMER SHARIF

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FINANCIAL /COSTING ACCOUNTS PROFESSIONAL /ERP FUNCTIONAL IMPLEMENTATION CORDINATOR

Seeking positions as **Chief Accountant/Manager Accounts/ERP Accounts Consultant**

Geographical Preference: Lahore/Karachi/Islamabad/KSA/UAE/Kuwait/Qatar/Bahrain

Financial Accountant & Seasoned ERP Consultant with outstanding skills in utilizing best practices & methodologies, working extensively with internal teams, clients, and vendors throughout the project. Proven track record in performing successful implementation of ERP system, providing user-friendly solutions

-OVER 15 YEARS PLAYING THE ROLE OF FINANCIAL CONSULTANT-

Areas of Expertise: Accounting | Standard Costing | Financial Reporting | ERP Consulting| Auditing | Cash Flow | Management Reporting | Clients Training | Financial Forecasting | Accounts Finalization | Liaising & Coordination | Budgeting and Planning | Problem Solving Skills

Career Highlights include:

- Demonstrated abilities in managing daily operations of the accounting department including evaluating the underlying business operations and IT within an organization to make recommendations with focus on achieving long-term scalability, reducing operational cost, and supporting business processes
- Expert in using business and financial reporting knowledge to manage and produce reporting deliverable, conducting high level of financial analysis and review, preparing consolidated quarterly financial statements, recognizing risks and issues, as well as suggesting appropriate actions and monitor their implementation through to resolution
- Skilled in participating in financial month-end and year-end close, including balance sheet reconciliations and executing the continuous improvement of processes; proficient in preparation of documentation supporting the completeness and accuracy of key financial reports prepared by financial analysts
- Well-versed in ERP Functional Implementation and familiar with handling export forwarding operations, process & documentation related to shipping & freight forwarding.
- Proven contributor with extensive ability to build solid and collaborative relationships with team members as well as interacting with various department heads and board members
- Extensive exposure in training teams of highly motivated consultants, analysts and project managers on all financial matters affecting the company

Deft at managing and overseeing the preparation of financial reports and statements; conducting audits of the accounting records to ensure the dependability of the data; developing, recommending and implementing accounting policy and procedures

Proficient in responding to inquiries from the Head of Finance, Controller, and other finance managers regarding financial results, special reporting requests etc.

SUMMARY OF KEY SKILL AREAS

- Thorough knowledge of accounts from general journal to Monthly, Quarterly & Annual financial statements.
- Experienced as a head of accounting department and Supervising of Accountant Receivable & Accountant Payable Cashier & HR.
- Preparation of reports segment wise P&L/ Quantitative analysis report & Balance Sheets. Intercompany reconciliation.
- Closing Month Audit of physical count of store & Inventories materials, WIP, Finished goods & Packing Material and production inventories to reconcile with system balances.
- ERP Functional Implementation – Have very strong concept about ERP Functional Implementation and have Implemented Oracle ERP fully integrated. Have worked & good Knowledge about Microsoft GP 2013 & Navision also have implemented small software's like Peachtree, Quicken as private projects. My Specialty as Functional Implementation skills of an ERP.
- Good in making Cash Flow Statement & forecasting and budgeting & forecasting. Ratio analysis.
- Well versed to cover all the corners of accounting & all departments of an organization to make sure the accounting record has to be updated. and covers areas all expenses and revenues has been taken into account and all necessary adjustments and closing entries has been passed into the system.
- Internal Control Analysis and recommend or discuss the remedy to make SOPs or policy to avoid weaknesses or risks.
- Coordinate with tax accountant to make sure all sales tax entries has been done and verify any rebate or foreign exchange gain or loss and claims has been accounted into the system on monthly basis.
- Knowledge of Taxation theoretical, payment withholding taxes, Employee Withholding taxes, Sales Tax invoices & Entries into ERP.
- Basic knowledge of Sales tax Income and their recording into an accounting system and have sharp skills to gain advance stage.

CAREER CHRONOLOGY & ACHIEVEMENTS

Coral Sweets Enterprises (Pvt) Ltd. Since Dec'17-June'18 (FMCG -Manufacturer & Distributors)-Lahore Mohlanwal Defense



CHEIF ACCOUNTANT

Job Description And Responsibilities.

- 1) Preparation of monthly, quarterly and annual reports.
- 2) Sales and other financial reports required by the management. Reconcile sales, claims and expenses with sales department And account them on monthly basis.
- 3) Maintain accurate and up to date record of all transactions by all Cash & bank payment and JV entries.
- 4) Develop and maintained internal control and effective accounting system and policies.
- 5) Export order's MO variances report variances.
- 6) Handle all fields of financial and cost accounting which includes accounts receivables, accounts payable, general ledger, trial Balance, income statement & Balance Sheet.
- 7) Review and approve all kind of vouchers and general entries.
- 8) Other financial management duties assigned by the management.
- 9) Preparation of costing reports like YRR, Quantitative analysis report, Contribution margin reports.
- 10) Generate Monthly Sales, Purchase, Production, Inventories through MS Dynamics GP 2013 & customized them as per Management requirement & needs.
- 11) Doing monthly and randomly audit of physical Inventories materials, WIP, Finished goods & Packing Material verification and Reconciliation of manual register, ERP report to reconcile Stock balances and report variance.
- 12) Verify all batches from all modules have been posted before closing of the month.
- 13) During working I have highlighted major areas of improvement specially in ERP implementation lacking and not using the Software in full capacity, also highlighted documentation process weaknesses and flow of operation, segregation of duties Issues to the management.

Reason to leave the job:

I resigned due to much delay in salary payment.

Synergy Elektrik (Pvt) Ltd. Since Nov, 16 to Dec, 17 (Transformers- Manufacturing & Distributors)-Sheikhupura



Manager ERP Implementation

During the work I have developed thorough understanding about manufacturing concern & studied all departments' Working pattern. Deeply observed & noted all operational procedures which start from Raw material to Final product. Have closely worked & Participated with all departments' including admin, Inventory Store, Sales, HR, Procurement & Purchases, Production, Testing Quality control & Accounts by facilitating them as coordinator between ERP team and department's head & employees, during the Newly adopted Oracle ERP implementation process.

Successfully Implemented Modules:

Sales, Purchase & Procurement & HR & Payroll, Testing QC Accounts Dept., Stores & Inventory.

Cum / Asst. Manager Accounts.

Actively involved in accounts department and have brought some major check & balances upon cash matters during reconciliation of old data & designed new reconciliation sheets, Vouching & verify all journal entries. Checking & highlighted various issues and discussed SOPs with management for implementation. Continuous analysis for growth and development of the organization. Took Part in tax reconciliation upon notice, made tax Invoices and tax entries & other related works.

Reason to leave the Job:

I resigned, 1st Reason was found a New Job, & 2nd reason was the company's lack of system & Control had pushed my decision to resigned.

Globe Group, Jeddah, KSA Jul'03 –Jun'16 (Shipping Services, Import, Export & Forwarding)

SR.ACCOUNTS SUPERVISOR

Growth Path:

Sr.Accounts Supervisor 2010 - 2016

Senior Accountant.....2005 - 2010

Accountant 2003 - 2005

Key Responsibilities:

- Managed and operated Shipping and Freight Forwarding division.
- Collected, examined and summarized account information& prepared monthly/annual financial statements (P&L, balance sheet, trial balance and associated financial statements, annual closing of accounts, AP/AR, summaries, cash flow projections, branch



reconciliation statements, ageing analysis report, other cost-benefit analysis and financial management report), reports/records as well as confirmed timely generation and submission of the same to the Head Office.

- ❑ Verified and approved different accounting items (expense/revenue/assets), guaranteed accuracy and right allocation into the books; involved in fixed asset processing and reporting.
- ❑ Prepared and reviewed payroll entries & other accounting documents.
- ❑ Reconciled daily collections, vendor statements, accounts receivable/payable, bank statements, etc. with system reports, cashier report and bank deposit slips, supporting documents; settled receivables on a regular basis and notified discrepancies to the concerned parties and reporting manager.
- ❑ Completed data backups and maintained files of all records to track information; worked in close coordination with the Federal, State and Local Government Authorities to gain support.
- ❑ Supervised bulk containers projects, cost controlling oversees budgets evaluating fixed expenses and variable expenses to maintain project operation account summary report with profit estimation.
- ❑ Issued payment vouchers/credit/debit notes/cheques as required, and confirmed all relevant supporting documents & approvals were obtained.
- ❑ Monitored daily uploading of data (receipts and invoices) from Operation to Financial system and confirmed day-to-day data transfer activities were performed timely and accurately; assisted internal & external audits, including preparation of financial statements and audit schedules.
- ❑ Participated in the budgeting process; set monthly, quarterly and annual financial & budget execution reports.
- ❑ Developed and documented business processes & accounting policies to maintain and strengthen internal controls.
- ❑ Administered day-to-day operation of the accounting department & supervised the accountants, guaranteeing accurate and proper maintenance of accounts; actively involved in preparing depreciation & staff benefits schedules, simultaneously posting JVs, enabling smooth finalization of accounts.
- ❑ Monitored Container Export Statistic Report as well as month end period closures and ensured financial and Variance reports were presented to the Chief Accountant.

Reason to leave the Job:

Termination of the contract due to nationalization process in specific fields including accounts.

Fin soft Data Tech, Pakistan (FINANCIAL SOFTWARE HOUSE)

May'99 –Nov'00

ACCOUNTANT & FINANCIAL SOFTWARE MENTOR TO CLIENTS.

Key Responsibilities:

- ❑ Recognized, evaluated and determined accounting discrepancies, and handled other day to day operations relating to conducting following up on all receipts and outstanding payments and work instructions of the accounting department
- ❑ Ensured all policies and procedures were aligned with the organizational goals
- ❑ Managed compliance of accounting systems and processes with accounting laws
- ❑ Initiated process improvement by confirming accuracy, speed, efficiency and proper cut-off for month-end and year-end close
- ❑ Maintained trial balance, cash book and bank reconciliation
- ❑ Reported to manager for cash receivable as well as generated monthly income report to aid further corrective measures
- ❑ Gained expert knowledge of company software and upheld Charts of Accounts in the company software to ascertain better functioning
- ❑ Saved complete, accurate and systematic set of records for all accounting transactions personnel accounts pertaining to all branches of the company
- ❑ Ensured smooth functioning of the operation by providing training to the clients pertaining to the company's software



PROFESSIONAL ENHANCEMENT

AFFILIATIONS:

- ❖ Have through knowledge of working & handling a freight forwarding agency doing Exports & Imports.
- ❖ Knowledge of disbursement accounts for livestock, Cars (start & non start) & NVOCC lines.
- ❖ Stock audit and their reconciliation with system, BOM costing working, Production reconciliation with system.
- ❖ Good in assisting in cash flow and forecasting also budgeting and budget forecasting
- ❖ A good grip on working style & pattern of FMCG & Transformers manufacturing systems & knows their accounting.
- ❖ An ERP skill enhanced over the period of job time and knows well about implementation and its capacity usage in org.

SCHOLASTICS PORTFOLIO

- 2000 Bachelors in Commerce (Accounting, Quantitative Techniques, Business Math & Statistics)** from KU University, Pakistan.
- 1998 2 years CA Foundation/Inter Internal Certification** from College of Business Professionals affiliated with ICAP, Pakistan. (Major Subjects- Financial Accounting, Cost Accounting, Business Math, Stats, Economics, Taxation, MIS, Organizational Behavior & Interpersonal Skills)
- 2016 3 Months certification in Tax Management (Practical law of Sales Tax & Income Tax Training & Theory)** from Institute "Skill Studies Org".

Technical Purview: Comprehensive exposure to MS Office (Word, PowerPoint and Excel), Microsoft Outlook, Oracle ERP 9i & Fusion, Ms Dynamics GP 2013, Navision, Peachtree accounting software, QuickBooks, Tally ERP, Windows all version and Internet

PERSONAL SNIPPETS

Date of Birth: 14th November, 1978 | **Linguistic Abilities:** English, Urdu, and Arabic **Nationality:** Pakistani