

MUHAMMAD IRFAN KAZIM

Address: Expo Avenue Society, Shair Ali road near Expo Centre Johar Town, Lahore, Pakistan

Email: Irfan.kazim14@gmail.com

Mobile#: +92-331-8685572

Career Objective

To contribute towards the growth and development of a dynamic organization having opportunities for personal & professional growth and contributing to the society as a whole.

Associate Manager Accounts (Job Duties)

- Assist GM Finance in planning and execution of overall Accounts department task and also in financial reporting, Management reporting and financial analysis to BOD of Pakistan & UAE unit.
 - Preparation of Financial statements of monthly/quarterly/semiannually and annually basis of Lahore & UAE Unit.
 - Manage and recheck vendor invoices with detail of Rs. 300M carriage outward outsourcing invoices with contract and assist Sales Tax Staff.
 - Monitor vendor payments and vendor ledger reconciliations and assist Finance Manager & GM.
 - Supervise Bank reconciliation Process of 25 banks on a daily basis and prepares daily Fund reports submitted to Finance Manager, GM Finance and Chairman.
 - Receivable management and rechecks of trade discounts, special discounts and target discounts against decided slaps approved by BOD and Reports/findings present to Director Sale on monthly basis.
 - Supervise Expense Management and reporting to BOD on monthly basis of Admin/Selling/Factory Expenses and variances with Budgets.
 - Prepare Dimension wise break up of Selling & distribution Expenses into sale region office wise and compare with regional actual and budgeted.
 - Prepare Dimension wise break up of Admin and Factory Expenses into Departmental wise and compare with departmental actual expense with departmental Expense budget.
 - Reconciliation of Applied Labour & FOH rate with actual cost at the time of soft closing of GL.
 - Control and managed Marketing Central Budget of Rs. 350 million of PSL and other marketing channels coordinate with vendors and prepare month end reports with vendor outstanding balances and present to Director Marketing.
 - Coordinate with External Auditors.
 - Coordinate with Tax Consultant for final computation of tax Provision on audited Accounts under supervision of Manager Taxation and GM Finance.
 - Coordination with Tax Consultant in FBR and PRA tax audits under Supervision of Manager Taxation and GM Finance.
 - Coordinate with External Auditor in Funds audit (Provident Fund)
 - Supervise under GM Finance (FCMA) 6 accounts staff relevant to Expense, AP, AR, LC and Fixed Assets
 - **Play an active role in successful implementation of Microsoft Dynamics 365** from the Accounts department under GM Finance Supervision.
 - Manage Fixed Asset, GL and LC Modules in Microsoft Dynamics 365.
 - Handle and feeding in MDS 365 of **Rs. 1000 Million LC** and coordinate with the procurement department.
 - Managed **Fixed Asset of Rs. 500 Million**, physical counts, Leads Fixed assets revaluation Process of Plant and machinery of Rs. 150 million
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Professional Qualification

**2011-Continue
2010**

CA Finalist- Institute of Chartered Accountants of Pakistan (ICAP)
FPA - Pakistan Public Finance Accountant (PIPFA)

Achievements

- Top in B.com examination in College.
- Passed PIPFA in only two attempts.
- Selected and played U-14, U-16, and U-17 & U-19 Provincial Hockey Tournament under Pakistan Sports Board.

On Job Achievements

- Introduce Financial Dimensions in Customized In-House ERP.
- Design and generate with the coordination of IT department a Production Expenses Report (department wise)
- Design and generate with the coordination of IT department an Administration Expense Report (department wise) on Tag base system and on Chart of Accounts
- Design and generate with the coordination of IT department a Selling regional office wise Expense Report on Tag base system and on Chart of Accounts.
- Design and generate with the coordination of IT department an Expense Audit Report & template in ERP system in order to Review and audit of each Expense entry at Single page report in order to ensure selection of the Ledger and the Tag properly.
- Redesign Feeding Forms (BRV, BPV, JV, Expense Form, Un Inventory Form) and implement these in order to implement Tagging system and increase input requirement in Financial entries)
- Introduce the culture of financial period closing of ERP and back date lock system in ERP and ensure completeness of AP/AR/Payroll/Inventory/GL timely....
- Start work on Chart of Accounts in order to separate debtors, creditors, inventory and GL accounts(in Modular form) so that staff having related JDs can only access and work on their related area in ERP which ultimately decrease chances of duplication of transaction, misclassification of transaction and wrong selection of transaction IDs.
- Generation of Financial Statements (Balance Sheet, Profit & Loss) in ERP system with the coordination of IT department on special assignment by MD.
- Successful selection and implementation of Microsoft **Dynamics 365** in Brighto Paints Group (Three Companies)
- Design Master Data with closing audited balances of Fixed Assets, Debtors LC and creditors and export into new ERP **MDS 365**.
- Reconcile closing balances of Fixed Assets, debtors and creditors with Old ERP and balances with actual as at physical/confirmed balances of these and locate differences in order to purify balances for exportation into **MDS 365**
- Design Chart of Accounts for **MDS 365** according to business financial and reporting needs and requirement of new ERP. Also design dimensions and their values for management reporting and align then with Chart of Accounts.
- Actively participated in FDD, UATs and physical training in new ERP.

Professional Experience (Approx. 8 Years)

Oct 2017 - Present	Associate Manager Accounts in Brighto Paints (Pvt) Limited which is Pakistan's top leading Paint & chemical companies.
July 2013 – September- 2017 (Over-4 years)	Completed Articles as Audit & Tax associate in Crowe Hussain Chaudhary Chartered Accountants, one of the oldest and top 7 chartered accountants firm in Pakistan and top 10 in glob consisting over 200 independent accounting and advisory services firms over 130 countries around the world.

Audit, Assurance and Tax advisory

During my training in the firm, I have gathered extensive experience in **assurance and business advisory services** rendered to different multinational, public and private companies. This includes analysis and review of financial and non-financial information and reporting thereon both in individual capacity and as a Team Leader in the Assurance wing of my firm.

I gained following:

- Preparation and presentation of financial statements as per requirements of the statute and applicable professional standards;
- Planning and supervision of audit tasks, identifying risk areas based on the results of analytical procedures, review of work on audit engagements;
- Preliminary reviews of accounting and internal control systems to plan audit work. Planning also included time budgeting and staff allocation;
- Developing audit programs with reference to scope of work of the engagement to gather sufficient and appropriate audit evidence on which audit opinion could be based;
- Preliminary review and analysis of financial statements in relation to industry norms, realistic budgets, projections or past performance;
- Management and training of professional staff;
- Review of internal control system to identify deficiencies and potential areas of improvement; and
- Computing and Handling Income Tax and Sales Tax Issues.

Audit includes:

Financial Sector		
	Bank	Zarai Taraqiati Bank Limited (ZTBL)
Manufacturing Sector		

	Textile	<p>Hala Enterprises Limited (Listed)- Annual Audit (2016-Lead) Half year (2016-Lead)</p> <p>Chakwal Textile Mill Limited (Public unlisted)- Annual Audit-2014 semi senior</p> <p>Kohinoor Mills Limited (Listed) -Annual audit (2013 Junior)</p> <p>Flair Textile (Pvt) Limited- Annual audit (2014 semi Senior)</p>
	Chemical & Paints	<p>Nimir Resins Limited (Formerly Descon Chemicals Limited) –Listed Annual audit (2015 & 2016-Senior) Half yearly (2016- Job incharge.</p> <p>Brighto Paints (Pvt) Limited -Annual Audit 2016 Audit Senior</p> <p>Brighto Chemical (Pvt) Limited -Annual Audit-2016 Audit Senior</p>
	Others	<p>Fast Cables Limited (Public Unlisted) -Annual audit-2014 Semi senior</p> <p>Haier Group- Annual Audit-2014- Junior</p> <p>DWP Technologies (Pvt) Limited -Annual audit 2014-Junior</p>
Agreed upon Procedures	NTDS Construction Education	<p>Agreed upon Procedures, system audit and policy audit of the following companies;</p> <ul style="list-style-type: none"> National Transmission & Dispatch Company (Rs. 460 Billion Circular Debt towards Commercial Bank and payment made to IPPs IKAN Engineering (Pvt) Limited- system audit and identify financial deficiencies and recommendations for improvements Punjab Danish School- Policy audit-2016 relevant to schooling & boarding and security of Boarding School across Punjab.
Tax Assignments	Audit firm Paint & Chemical Agriculture	<ul style="list-style-type: none"> Withholding tax reconciliation with Audited Accounts under Rule-44 section 165 of Income Tax Ordinance,2001 of; <ul style="list-style-type: none"> Horwath Hussain Chaudhary & Co. Flair Textile (Pvt) Limited Brighto Group of Company Guard Group of Company Conducting complete audit of Brighto Paint (Pvt) Limited under section -177 of Income Tax ordinance, 2001