

Muhammad Atif Ch

Professional Résumé

Date of Birth : 4 - Nov - 1990

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Objective: To grow with the organization being a valuable strategic partner of management team of organization.

Professional Career Summary:

Professional Certification : ACMA

Education : B.Com (Hons)

Work Experience	Duration	Organization & Designation
	Jan 22–Current	Raaziq International Pvt Ltd
	Aug 19 –Dec 21	Haji Sheikh Noor Ud Din and Sons Textile Ltd.
	Sep 15 – June 18	Akhuwat Micro finance as Internal Auditor
	Aug 14 – Aug 15	Ahmad Rice Mills as Marketing Executive
	June 13 – Aug 13	United bank limited as Intern

Work Experience

Organization : ***Raaziq International Private Limited.***

Organization Type : ***Services Industry***

Designation : ***Senior Executive***

Tenure : ***January 22 – Till Now***

Location : ***Lahore, Pakistan***

Area(s) of Experience : Accounts

Reporting to : Head Accounts

Brief Job Description :

- Responsible for complete book keeping of L'Oreal Division and complete preparation of books of accounts.
- Recording all purchases, sales and issuing invoices to customers regularly.
- Responsible for issuing credit notes to customers and BSR claims and reconciling ledgers with customers and supplier.
- Processing all receipts and payments including all interdivision and intercompany transaction, calculating markup on all loans payable and receivable.
- Filling of sales tax and withholding tax return on monthly basis
- Preparation and processing salaries on regular basis.

Organization : ***Sheikh Noor ud Din and Sons Private Limited.***

Organization Type : ***Textile Industry***

Designation : ***Assistant Manager Accounts***

Tenure : ***August 19 – December 21***

Location : ***Lahore, Pakistan***

Area(s) of Experience : Accounts
Reporting to : Head Accounts
Brief Job Description :

- Preparing of daily furnace oil and diesel consumption reports and monthly fuel purchase and consumption report and comparing actual with budgets.
- After payment to supplier and distributor under section 236G recording entries and deducting WHT and filing its weekly Return and recording all respective transections. Also verifying ledger of Income tax collection A/C
- Preparation of monthly director's current account report.
- After payment for goods and services under section 153G recording entries and deducting WHT and filing its weekly Return and recording all respective transections. Also verifying ledger of Income tax collection A/C
- Preparing report for deduction of income tax on salary of officers.
- Preparation of monthly director's current account report.
- Preparing monthly reports for advances and overtimes work and made comparison of salaries of officers with previous month.
- Preparing monthly reports for other expenses like transportation, travelling allowances and mess expenses and comparing with previous period.

Designation : Assistant Manager Export
Area(s) of Experience : Export Department
Reporting to : Head Trade

Brief Job Description :

- Responsible for complete documentation regarding export of shipments including filling of Eform and Iform and filling of all required documents with banks and chamber.
- Co-ordinating with clearing agent regarding documentation and payments.
- Recording all sale orders and dispatch in system.

Designation : Assistant Manager Supply Chain
Area(s) of Experience : Production Planning and Control
Reporting to : Head PPC

Brief Job Description :

- Planning for production after receiving all SO's.
- Preparing work order in Excel and Oracle According to production plan.
- Ensure the availability of all kind of Raw Materials and accessories for completion of work orders.
- Preparing Daily work Plans and send them to production and also record these planning in Oracle.
- Check the daily Production and ensure meeting the daily targets.

Organization : **Akhuwat Micro Finance.**
Organization Type : **Nonprofit organization**
Designation : **Internal Auditor**
Tenure : **Sep 15 – June 18**
Location : **Lahore, Pakistan**

Area(s) of Experience : Internal Audit
Reporting to : Chief Internal Auditor and internal audit manager
Responsibility : Audit & Assurance
Span of Control : 15 Field auditors
Brief Job Description :

- Provide the complete assistance to the field team of internal auditors and review the reports submitted by field auditors.
- Preparation of Monthly Internal Audit Report for executive director.
- Field visits of the branches for the purpose of Audit of the projects of government (PSIC, PMIFL and agricultural project in Punjab introduced by chief minister).

Professional Certification & Academic Education *(most recent on the top)*

Sr.	Certification / Degree	Institution / University	Specialization / Major	Passing Year
1	ACMA	ICMAP	Management Accounting	2020
2	B com(Hons)	Hailey College of commerce PU	Finance and Accounting	2014
3	Fsc	BISE(fsd)	Pre engineering	2009
4	Matric	BISE(fsd)	Science	2007

Computer Skills and Other Abilities

Sr.	Skills & Abilities	Proficiency Level	Last Used / Practiced
1	Word Processing	Excellent	2018
2	Soft Presentation	Above Average	2018
3	Excel working	Average	2018
4	ERP	Average	2018

Certifications and Seminars

Sr.	Description	Institution
1	Workshop on Taxation for Salaried Individuals, Payroll Compliances and Return Filing of Resident and Non Residents	ICMAP
2	A Practical Session on Import and Export Documentation	ICMAP
3	Workshop on Federal Sales Tax under the Sales Tax Act, 1990	ICMAP
4	Workshop on computerized accounting using GAAP, ERP and IFRS	ICMAP

Social Membership & Co-curricular / Leisure Activities

Sr.	Description of Activities
1	Reading Books
2	Playing video games

References

Shall be furnished on demand.