******Muhammad ImranQaisar**

**Location**: Shadhbagh Lahore Pakistan

**Mobile: +92 0337-7039116**

**Email:** Imran.finance@outlook.com

**OBJECTIVE**

My objective is to work with leading company and to use my analytical thinking to best of my ability combined with perseverance, to contribute to organization’s growth and goal, as well as to attain my professional goal.

**CAREER SYNOPSIS**

Competent, diligent and result-oriented qualified Accountant with over 7 years of experience across Manufacturing, Textile and construction business, Accounts management, Financial Management, Corporate Reporting and Financial Statements Analysis.

**CORE COMPETENCIES**

General Accounting 🙞 Accounts Payables & Receivables 🙞General ledger & Reconciliation 🙞Operation Management &Financial Analysis🙞 Financial Statements & Reporting🙞 Cash flow and Financial Management🙞🙞 Payroll Management 🙞 Forecasting & Budgeting🙞Internal Control System, Warehouses & Operation Management, Order Execution, Credit Policy Compliance. Knowledge on VAT. Advanced MS Excel skills including VLOOKUP’s/sum if and pivot tables

**EXPERIENCE PROFILE**

**Executive Finance cum business operational Account (May-2015.Present)**

**Gul Ahmed Textile Ltd (Wholesale & Retail division) – Pakistan**

* General accounting functions, including Accounts Receivable, Accounts Payable, and Reconciliations, Payroll, General Ledgers, Inventory and Bank & Cash management. Verification of Posting and process journal entries to ensure all business transactions are recorded. Verification of Debit and credit note. Associated account reconciliation/ Monthly bank reconciliation and follow up.
* Review of Cash collection customers summary, including a close follow up with the clients, accounts reconciliation, ageing analysis, monitoring of payments in due terms and follow up of overdue/disagreement.
* Responsible on daily checking of customer ledger, verification of generate sales & purchase invoices records and verify with customer
* Review reconciliation of Retail Pro and SAP sales Vs deposit, inventory & Deposit records. Vendor/Utility Accounting Management.
* Verification Export sales schedule & local Sales summary, preparation for sales tax purposes, vat calculation.
* Communication with retail outlets and Wholesale branches for day to day resolution of finance and operation query.
* Create reports, analyse and interpret retail/Wholesale sales and deposit analysis data to MGM, like revenues,
* Prepare Stock Usage report (Opening Stock, Received Stock, Stock Issued, and Closing Balance) on daily &monthly basis and send it to Head and reconcile the Supply Chain transaction
* Assist in preparation of monthly management account and its financial statement & business analysis
* Delivering Branch Wise key performance indicators- Sales, profit, shrinkage, wage costs etc. to achieve targets set as agreed with your manager. with reviewing of expenses, payroll records etc. as assigned
* Manage, lead and develop the team to deliver high performance
* Coordinate daily customer service operations (e.g. sales processes, orders and payments)
* Analyse store items movement and categorize them in slow moving, fast moving and dead stock items.
* Supervise and motivate staff to perform their best, Plan the disposal of dead stock items and get it approved from Head Supply Chain.
* Management monthly account

**Accountant (Oct-2012 to May-2015)**

**JK Group of companies– Pakistan**

* Monitoring & checking of daily Factory Petty Cash Statements.
* Handling Store and Yarn Supplier Invoices and Credit Notes. Coordinating with Subcontractors regarding billing & payment issues & queries.
* Supervision of all related activities of monthly Payroll. Checking, finalizing & distribution of Salaries & other allowance to Factory Labors.
* Providing information to external and internal auditors.
* Others assignments as per instructions from senior management
* Monthly preparation of Export Schedule Markup reconciliation loan wise,
* Reconciliation of A/R management/P management
* Making of monthly Management Accounts and Other daily/monthly/weekly reports

**Assistant Manager Accounts (Jan-2011to Oct-2012)**

**Samira Fabrics (Pvt) Limited**

* Responsible of verification of sales invoices, purchase invoices, expenses vouchers & other accounting data in accounting software in accurate manner on daily basis.
* Reconciliation of Accounts Receivable, Accounts Payable, and Reconciliations, Payroll, General Ledgers, Inventory and Bank & Cash management.
* Making & filling of Export Sales, Purchases and Expenses Vouchers and its reconciliation
* Checking of data entry with reports of store stitching, yarn, Fabrics
* Verification List of Goods Receiving Note & verification of GRN/Goods Return against Finance module.
* Prepares asset, liability, and capital account entries by compiling and analysing account information.
* Review, verify, and process vendor payments, daily expenses, and other income
* Prepare and enter general entries in relevant modules in MS Dynamics AX
* · Generate financial reports and statements to Chief Financial Officer for review.
* Monitor relevant expenditures, analyze revenues and determine budget variances and report the same to management. Respond to accounting inquiries from management in a timely manner.
* Preparing cash-flow & implementing measures to reduce the working capital gap
* Making of monthly Management Accounts and Other daily/monthly/weekly reports
* Monthly preparation of Export Schedule Markup reconciliation loan wise,

**Achievements**

* Action speaks louder than word my award & achievements reflects my personality winner Management & Excellence award (**2018-2019)**



* Alhamdulillah promoted as Sr. business operation executive **(2018-2019)**

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**PROFESSIONAL QUALIFICATION**

* **ICMA Stage 3 Completed inter (Institute of Cost and Management Accountants of Pakistan)**
* **Master’s in Business Administration (Finance) 2.55 CGPA & First division 2012**

*Virtual University of Pakistan*

* **Graduation in commerce (B.COM) 50% Marks & Second division 2009**

*University of Punjab*

* **Intermediate 65% Marks with first second div 2007**

*Board of intermediate education Faisalabad*

* **Matriculation 56% Marks with Second division 2005**

*Board of secondary education Faisalabad*

#### COMPUTER PROFICIENCY

* Excellent level Expertise/skills in MS Office along with experience in complete computerized work environment.
* Excellent experience for operating various modules of Oracle Financial **(**General Ledger, Receivables, Payables, retail pro Assets, Payroll and Inventory Management).
* Excellent expertise in operating Peachtree, Tally (ERP9) & QuickBooks and PACT ERP.Daynamic AX

#### PERSONAL PROFILE

Father’s Name: Maqbool Ahmed

Date of Birth: 02-01-1988

Nationality: Pakistani

Religion: Islam

Marital Status: Single, Languages Known: English, Urdu, and Punjabi