



ATIF NAZIR

Finance & Account Professional



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Professional Summary

I would like to zest my attribute, caliber, and vitality to enhance professionally and personally in a much-esteemed organization.

In my professional career at Total Parco I have developed the reporting tool for Competitor & Industry Analysis to monitor KPIs and Prepared Insurance Manual covering daily routine work and special task pertaining to Insurance to achieve efficiency level.



EXPERIENCE

J&P Coats Pakistan (Pvt) Limited Finance Officer

Jan 2020 to Present

Responsibilities Includes:

- Check, verify and process local suppliers' payments and deposits.
- Processing of advance payments to vendors.
- Ensure processing of utility payments on timely basis.
- Process advance payments (Pay Orders) to clearing agent.
- Upload all payment batches on the portal (Standard Chartered S2B Portal) for approval
- Ensure correct deduction of Withholding Taxes on Payments.

Popular Group of Industries Assistant Manager – Reporting & Budgeting

May 2019 to Dec 2019

Responsibilities Includes:

- Responsible for company-wide budget, long term plan and seasonality exercise.
- Analysis of key financial results and KPIs against budget and submitting to management.
- Carrying out month end and system close activities & preparing of Financial Statement
- Assisting in External Audit and resolving External Auditor queries.

Total Parco Pakistan Ltd. MTO – Finance & Accounts

Mar 2018 to Mar 2019

Reporting & Budgeting Department:

- Assist in preparation of Annual Budget and Long Term Plan.
- Developed Dashboard for Competitor & Industry Analysis to monitor KPIs.
- Developed Dashboard for Non-Fuel Revenues Analysis

Fixed Asset Department:

- Performed post-investment review of Capital Expenditure by plotting actual results along with future projections and discounting the net cash flows by a desired rate of return to determine project performance.
- Identified low performing sites and presented to management.

Insurance Bidding & Manual:

- Prepared Insurance Manual coverage daily routine work and special task pertaining to Insurance.
- Assisted in Bidding Process for renewal of coverage. Following work was done in respect of bidding:
- Assessment of loss claim ratios and risk matrix
- Estimating Sum Insured
- Coordination with insurance company and inviting them in bidding
- Analysis of quotations received and their corresponding terms and conditions. Achieved 10% saving due to negotiation.
- Recorded month end entries in SAP for insurance expense and maintained prepaid insurance schedule.

Pak Qatar General Takaful Limited Senior Executive Officer – Finance & Accounts

Dec 2013 to Dec 2017

Responsibilities Includes:

- Maintaining Schedule of Investment Income and Investment Movement (Sukuk, Term Deposit & Mutual Fund)
- Assist in Maintaining Business Receivables (Account Receivable)
- Bank Reconciliation and Resolution of Un-reconciled Items, Maintaining list of all Bank accounts
- Arrangement of New Car Financing Facility (Ijarah/Diminishing Musharika) for the Company and Employees Vehicles.
- Assist in providing data to external auditor and resolution of their queries
- Co-ordination with Software Consultant (SAP), Bank and Branches



SKILL ACQUIRED

- Hand on experience on **SAP**
- **Microsoft office** (MS word, MS excel, and MS PowerPoint).
- I have learned good **communication skill** by delivering presentations.



EDUCATION

Association of Chartered Certified Accountants

ACCA (In Process)
Paper Cleared: F1, F2, F3, F5, F6, F7, F8 & F9

2018 to 2021

**Muhammad Ali Jinnah University,
Karachi (MAJU)**

**Masters of Business Administration
(Finance)**

2017, CGPA: 3.56

Electives:

- Financial Modeling
- Analysis of Financial Statement
- Corporate Finance
- Financial Management

**Defence Authority Degree College
(Affiliated With University of Karachi)**

Bachelor of Commerce (B.Com)

2013, 1st Division

Major Courses Studied:

- Financial Accounting
- Auditing and Income Tax
- Cost Accounting
- Economics



PUBLICATION

**Stock Price Anomalies in Contrast to Stock Performance Predictors – A Comprehensive Study of
Cement Industry in Pakistan,**

Mar 21, 2020

Publication Description: Saudi Journal of Economics and Finance (SJEF)



ACHIEVEMENTS

- 1st Runner Up Total Innovation Challenge - INNO DAY 2018
- Captain of Basketball team 2010.
- 1st Runner up in Zonal Science Exhibition 2010.



Interest & Activities

- Organizing committee member in Family Gala by Total Parco Pakistan.
- Voluntary participated in Habib University Event at Expo Center 2013.
- In University (Degree College), took part in NED University Annual Bilingual Declamation Contest-2012.
- Assisted in organization of Farewell Party while at college 2010.



REFERENCE

- All References will be available on requests.