**Muhammad Hasham** **– Accounts & Finance Professional**

**New Gulbahar Colony No. 2 Mardan road Tehsil and District Charsadda, Khyber-Pakhtunkhwa, Pakistan.**

**Phone: 0092 3449817411**

**Email:** **tamm\_18@yahoo.com**

**Professional Profile:**

Driven and dedicated Accounts and Finance Professional with over 08 years of experience overseeing accounts and finance teams within busy office environments. MBA qualified professional adept at ensuring compliance with GAAP accounting principles and International Accounting Standards, specializing in budget forecasting, financial reporting and analysis, while adapting seamlessly to constant accounting processes. Motivating leader with a commitment to developing team members and delegating work according to appropriate skills and attribute, focused on improving efficiency and operations through effective management skills.

**Core Skills:**

Profit and Loss Analysis Cost Management

Financial Analysis Taxation (Income and Sales Tax)

Cash Flow Projections Stakeholder Liaising

**Career Summary:**

**December 2018 – Present Elahi Match (Pvt) Limited, Peshawar**

 **Accounts & Finance Officer**

* Overall financial management of the company.
* Overseeing financial reporting including monthly management reports, budgeting and forecasting and all statutory financial reporting.
* Overseeing all taxation of the company including sales tax, income tax and withholding tax.
* Management of imports and exports of the company.
* Preparing and disbursing payrolls and monthly overtimes.
* Dealing with all the inventory by taking monthly stock record, calculating its financial value and updating the record in the financial software.
* Preparing monthly financial reports including Profit & Loss, Cash Flow and presenting it to the senior management.
* Keeping record of balance sheet items i.e. payables, receivables etc.

**September 2017 – October 2018 Vincraft (Pvt) Limited, Risalpur**

 **Accounts & Finance Officer**

* Recording daily, monthly and yearly transactions & managing the record thereof.
* Preparing balance sheets
* Processing invoices
* Debtors, Creditors & Bank Reconciliations on monthly basis
* Handling purchases through Letter of Credits both Local & Imports.
* Filing monthly Sales Tax Returns & 165(1) Statements of Withholding Income Tax
* Monthly Stock Taking (Factory & Outlets)
* Monthly, Quarterly & Annual Profit & Loss Statement
* Resolve financial disputes raised by the customer service and sales teams
* Being a key point of contact for other departments on financial and accounting matters

**February 2013 – September 2017 MKB Enterprises (Pvt) Limited, Peshawar**

 **Accounts & Finance Officer**

* Preparing monthly, quarterly and annual financial reports for the review of Finance Manager.
* Overall taxation of the company.
* Keeping track of all balance sheet items, i.e. receivables, payables etc.
* Oversee the accounts payables, accounts receivables, tax, sales tax, payroll and finance functions.
* Track budget and accounting information including billing and collections
* Managing company cash flow, ensuring it is controlled appropriately and any deviations are closely monitored.
* Overseeing bank and preparing Bank Reconciliations on monthly basis
* Handling purchases through Letter of Credits both Local & Imports.

**Additionally, I also worked for a brief time in the following organizations.**

May 2011 – April 2012 Admin & Finance Assistant in Human Development Organization-DOABA

February 2011 - April 2011 Internee in The Bank of Khyber IBB, Charsadda

October 2010 – December 2010 Internee with International Catholic Migration Commission (ICMC)

**Education:**

**2011**

**Master in Business Administration (MBA)**

Institute of Business Management Sciences, Agriculture University Peshawar, KP.

**Major in Finance**

**2008**

**Bachelor of Commerce**

Khyber College of Commerce & Management Sciences, Peshawar

**B. COM**

**References:**

**Will be provided on request.**