

MUHAMMAD IMRAN

H. No. CB-205, HASSAN COLONY. TAXILA CANTT DISTT: RAWALPINDI

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1. **OBJECTIVE:** A senior management position in accounts & Finance.

2. **CORE SKILLS**

- Preparation of Financial Statements.
- Maintenance of General Ledger.
- Financial Controls Implementation.
- Financial Analysis.
- FBR/SECP E-filing.
- Product Costing.

3. **CAREER SUMMARY.**

- a) **Chief Manager (Audit/Accounts)** from January 2012 to date at M/s Associated Industries Limited Nowshera. (Subsidiary of IMGC Global Pakistan)

Reporting to GM (Finance/Accounts)/CFO for day to day operations.

Key Responsibilities:

- i. Preparation and finalization of Financial Statements.
- ii. Computation of Sales Tax (VAT) Liability and filing monthly of Sales Tax Return.
- iii. Computation of WHT Income Tax Liability and its monthly e-filing.
- iv. Corporate E-filing to SECP.
- v. Managing Finance Team including provision of guidance and mentoring to ensure maximum team performance.
- vi. Finalization of Bank reconciliation statements.
- vii. Finalization of Debtors/Creditors Ledger reconciliations.
- viii. Aging Analysis/ Processing of vendors/creditors payments.
- ix. Oversight and capacity building of Internal Audit department.

- b) **Asst. Manager (Audit & Consultancy)** from November 2010 to January 2012 at Faruq Ali & Co. Chartered Accountants.

Reporting to Partner (Islamabad Branch).

Key Responsibilities:

- i. Depute teams on various audit assignment.
- ii. Supervising different audit assignments.
- iii. Finalization of Accounts of the Companies.
- iv. Incorporation of Companies and subsequent statutory filing.

Key achievements:

- i. Reconciliation of accounts for over 10 years of a client.
- ii. Financial Management of Election Commission of Pakistan Project.

- c) **Lecturer (Wah College of Accountancy, Pakistan)** for CA/ACCA students, November 2010 to January 2012.

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CAREER PROFILE CONTINUED

4. EDUCATION

	Degree/Certificate	Institution	Year of Passing	Divison/Grade
1.	CA-Inter	Institute of Chartered Accountants of Pakistan	2007	
	CA-Articleship (3 yrs 6 months)	Faruq Ali & Co., Chartered Accountants	Nov 2010	
2.	H.S.S.C	F.B.I.S.E Islamabad	2000	1 st /A
3.	S.S.C	F.B.I.S.E. Islambad	1997	1 st /A

5. COMPUTER LITERACY

- ✓ Microsoft Office 2016 (MS Word, MS Excel, MS Power Point, MS Outlook Express)
- ✓ Windows 8.1
- ✓ Peachtree Quantum (Accounting Software)
- ✓ Quick Book (Accounting Software)
- ✓ Enterprise Resource Planning (ERP Accounting Software)
- ✓ Finosys (Accounting Software)
- ✓ Fox Pro.

6. PERSONAL INFORMATION

Father's Name	Muhammad Anwar
Date of Birth	June 12, 1981
C.N.I.C	37406-2816563-9
Domicile	Rawalpindi, Punjab
Nationality	Pakistan