

Muhammad Kashif Nasir

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PERSONAL PROFILE

Father's Name : Muhammad Nasir Iqbal
Date of Birth : 05-05-1980
Nationality : Pakistani
Marital Status : Married

OBJECTIVE

To contribute for the success of organization through hard work, dedication and commitment; with opportunities to grow, develop and utilize my personal abilities and skills.

EDUCATION

M.COM

2008

Specialization:

Accounting & Finance

(UCP- University of Central Punjab)

SKILLS

- Expert in MSOffice & Microsoft Windows.
- Ability to function as part of, and contribute to a team.
- Adaptability, flexibility, ability to cope with work pressures.
- Ability to "think outside the box", ability to develop and adopt new approaches
- Ability to communicate fluently and effectively, both orally and in writing in English and Urdu; ability to make good oral presentations.

EXPERIENCE

1-Engicoat Industries (PVT) LTD.

As Manager **Accounts & Finance** (From Aug-2015 to 28 Feb-2024)

Job Responsibilities:-

- Accurate and timely monthly, quarterly and year end close
- Prepare financial statements

- Sales Tax Return
- W/H Income Tax Return
- Costing
- Manage Accounts on QuickBooks Software
- Prepare cash flow statements
- Batch Costing on daily basis
- Create cost analysis reports for other departments
- Regular review of bank reconciliation statements
- Analyze sales & purchase report on QuickBooks
- Manage all aspects of the accounts department, including accounts payable, accounts receivable, and general ledger functions.
- Aging analysis report
- Making budget and forecasting activities
- Variance analysis of operating expenses against budgets, prior years and quarters, also providing feedback to management
- Responsible to get done external audit
- Coordinating with internal auditor
- Facilitating sales team by analyzing customer's ledger from QuickBooks
- Facilitating other departments through precise & accurate reporting of financial data for decision making
- Prepare regular reports on account status, revenue & growth opportunities
- Utilize data insights to drive strategic decision
- Participate in team meetings and contribute to overall company success

2- AA World Wide Logistics (PVT) LTD.

As Manager **Accounts & Finance** (From June-2014 to July-2015)

Job Responsibilities:-

- Accurate and timely monthly, quarterly and year end close
- Assist in preparing financial statements
- Prepare cash flow statement
- Sales Tax Return
- W/H Income Tax Return
- Posting of journal entries on QuickBooks
- Making payments on QuickBooks
- Aging analysis report
- Review entries for accuracy and tracing errors back to their source & resolve
- Coordinating with internal auditor
- Manual cash reconciliation vs system
- Regular review of cash book
- Regular review of bank reconciliation statements.
- Parties ledger reconciliation and making report of reconciliation
- Making budget and forecasting activities
- Prepare monthly expense report
- Prepare weekly sales & recovery report of salesman team
- Facilitating sales team by analyzing customer's ledger
- Variance analysis of operating expenses against budgets, prior years and quarters, also providing feedback to management.

- Verify purchases & adjust the balances of purchasers by AP posting on QuickBooks
- Assist in developing and implementing accounting, finance and management policies of the organization.
- Assist in development and implementation of new procedures and features to enhance the work flow of the department.
- Protects organization's value by keeping information confidential

3- Fabric Connections

(Subsidiary of Hantex Denim Mills LTD.)

As Manager Accounts & Finance
(From Aug-2008 to May-2014)

Job Responsibilities:-

- Ensure an accurate and timely monthly, quarterly and year end close.
- Management of the vendor's payment.
- Preparation of budget for vendor's payments.
- Sales Tax Return
- W/H Income Tax Return
- Bank reconciliation statements.
- Preparation of cash reports.
- Regular Review of Bank Statements and Maintain Bank Book.
- Vendor's reconciliation statement.
- Responsible to get done external audit.
- Responsible for payments and receipts.
- Monitor and Resolve Bank Issues.
- Preparation of operational expenses reports.
- Monitor and manage all expenses within the allotted budget.
- Supports budget and forecasting activities.
- Analyze business operations, trends, costs, revenues, financial commitments.
- Engage in ongoing cost reduction analysis in all areas of the company.
- Posting of Vouchers in Accounting Software (Quick Book).

4- Manzoor Hussain Mir & CO Chartered Accountants (Audit Firm)

As **Senior Audit Assistant** (From June-2007 to July-2008)

Statutory Audit :

- Worked As a senior audit assistant performing and reviewing the audits of various listed and non-listed organizations having diversified activities on large scale basis mainly in the following lines of business:
- Spinning & Weaving Sector
- Pharmaceutical Sector
- Surgical instruments Sector

Special Assignments:

1 : Supervise & prepare Audit Files for Quality Control review (QCR) conduct by ICAP

2 : Prepare and implemented audit program manual in accordance with IFRS & ISAS.

INTERESTS AND ACTIVITIES

■ **Indoor:** Reading books, news, articles, watching talk shows.

■ **Outdoor:** Traveling, cricket, table tennis.

