**CURRICULUM VITAE**

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**Muhammad Umair**

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**CAREER OBJECTIVE**

To join an organization where I can have maximum chance of career growth and development, believing in hard work as an honest guy, I want to work with an organization providing healthy environment and opportunity to work as team member. where I can acquire new knowledge and sharpen my skills and put my efforts or achieving organization as well as individual goals.

**PROFESSIONAL EXPERIENCE**

**MANAGER OF ACCOUNTS & FINANCE** (Nov 2021 to ongoing)

**Al Hamra Textile (Pvt.) Ltd (at on Outlet)**

* Ensuring that cash flows are adequate to allow business units to operate effectively
* Maintain banking relationships
* Prepare Monthly Profit and loss statement
* Maintaining and reconciling balance sheets and general ledger accounts.
* Arranging reports for complete tax filings
* Preparation and disbursement of salaries
* Support to internal audits
* Preparing financial analyses and reports
* Posting of entries in general ledger
* Maintaining accounts system
* Recording of income and expenses
* Compiling and analyzing data to run the financial matters
* Manage accounts receivable and payable

**ASSISTANT OF ACCOUNT AND TAXATION** (Mar 2021 to Oct 2021)

**Farbstoffe Intl. (Pvt) Ltd.**

* Update the daily basis transaction in system
* Reconcile the parties ledgers
* Manage the daily cash flows
* Manage the company bank balances and get daily update it from bank
* Helps to manage the internal tax records

**SALES OFFICER** (Jan 2017 to Feb 2021)

**Aftab Group of Companies (Pvt) Ltd.**

* Handling inquiries related to a new client
* Build Relation with existing customers and retain it
* Develop sales strategies to acquire new customers
* Achieve their objectives through effective planning
* Distribution and area management
* Analyzing data of past performance

**ACCOUNTANT** (May 2012 to Dec 2016)

**Distribution Office of Convenience Food Industry (Pvt) Ltd.**

* Manage Accounts and Making Daily Report
* Maintain the stock on daily basis
* Maintain the record of the credits and party ledgers
* Maintain the Issuing and receiving stock records
* Prepare Bank Transaction Account for Maintain Company Balance
* Maintain the records of the customers
* Reconciliation with distributor and company
* Cash inflow/outflow verifying daily basis
* Preparing customer's Invoice

**TELLER** (January 2011 to April 2012)

**Gourmet Food Pakistan**

* Cash handling all the transactions
* Petty cash handling
* Prepare Day close Report
* Report to Team Manager

**QUALIFICATION**

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| --- | --- | --- | --- |
| **Year** | **Degree/ Certificate** | **Institute** | **Grade / Division** |
| 2013 - 2017 | M.B.A. | (GC University FSD.) | 3.61 CGPA |
| 2009 - 2012 | B. Com | Punjab University | 2ndDivision |
| 2006 - 2009 | I.Com | Faisalabad Board | 2nd Division |
| 2004 - 2006 | Matric | Faisalabad Board | 3rd Division |

**WORK COMPETENCIES**

* Manage all accounting operations
* Manage Accounts Receivables and Payable
* Prepare budget and financial forecasts and Prepare financial statements
* Collect, analyze and summarize account information
* Develop periodic reports for management
* Maintaining records of assets, liabilities, revenue and expenditure
* Maintain records of business costs, such as labor and material
* Expertise in accounting reconciliation
* Knowledge internal audit

**System Development**

* Designed a system for software development with IT Team
* Software facilitate the all procedures from manufacturing to selling
* Software specially facilitate to clothing printing that helps from grey purchase to printing the cloth as finished product
* That were facilitate sales in retail market at on outlet
* Also create a customer database and record update automatically
* Managed the all credit parties records also easy excess to reconcile the customer ledger
* Parallel managed the online selling records

**PROJECT AND RESEARCH WORK**

|  |  |
| --- | --- |
| **Title** | **Authority** |
| Banking Product Innovation Workshop  | Develop a new product & service idea, analyses the cost of new product & service and its useful purpose according to customer need. |
| Management Information System | Develop a banking management information system; open new account, banking transactions, credit card issues, ATM card issues. |
| Research Work | Write a research thesis on this topic; Corporate Governance and Fraudulent Financial Reporting: Evidence from Pakistan. |

**COMPUTER SKILLS**

* Microsoft Office Applications (Word, Excel, and PowerPoint) – Advanced
* Operating Systems (Windows XP, Windows 7, Windows 8.1, Windows 10) – Advanced
* Document Imaging and Scanning - Beginner
* Adobe Photoshop - Intermediate
* Coral Draw–Intermediate
* Internet surfing – Intermediate

**PERSONAL COMPETENCIES**

* Ability to work in a fast-paced environment to set deadlines
* Highly organized with a creative skill for project work
* A good team leader to motivate over team and work with great efforts
* Understand the problem at work place if any and find the best solution
* Ability to handle the work pressure and manage work pressure
* Strong work ethics with a positive, Can-do attitude

**INTERESTS AND ACTIVITIES**

* Finding Something New
* Learn about Computer

**PERSONAL INFORMATION**

Father’s Name: Ghulam Nabi

N.I.C. No: 33102-9842072-3

Date of Birth: 03-05-1988

Marital: Married

Religion: Islam

Address: P-471, Street No.9 Awami Colony,

 Milad Road, Narwala Road, Faisalabad

**REFERENCE**

Reference will be furnished if required.