



MUAWAZ MASUD

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OBJECTIVE:

Looking forward to pursue a challenging career in an organization which offers dynamic career and excellent working environment which enables me to improve my understanding of the objective, groom myself and upgrade my knowledge besides providing me an opportunity for further growth.

SUMMARY:

With about 12 years industry experience of Account Officer in famous textile group (Kohinoor Spinning Mills Ltd) and 2 years part time job experience of Sales Tax Consultant at Sultan & Sultan Law Associates, 01 Year experience of Account Executive at Sagacious Group (Food & Beverage, IT & Construction), 03 Months Experience of Manager Accounts at Fatima Islam Travel & Tours (Pvt) Ltd (IATA, Umrah & Hajj Services), 01 Year Experience of Finance Officer at Askari Apparel a project of Askari Enterprises under Army Welfare Trust (AWT), 01 Year Experience as Finance Manager at Azam Enterprises, 08 months experience of Accounts Officer at Bajco Global Management (Papa John's Pizza, USA) having MBA (Banking & Finance) from Allama Iqbal Open University (AIU) Islamabad. You can count me as moderately experienced, mid-career and accounts professional.

My career includes auditing, Sales Tax, Insurance Corresponding, banking Transaction, Cotton Procurement of spinning in famous textile limited company, law associates, Food & Beverage and Construction in Lahore. This period gave me the opportunity to gain knowledge, skills and practice that encouraged and enabled me to audit and accounts manufacturing, service as well as corporate/public sector organizations in my professional career.

PROFESSIONAL EXPERIENCES:

ACCOUNTS OFFICER/FINANCIAL ANALYST

January, 2023 to till date worked as Accounts Officer in Bajco Global Management (Papa John's Pizza, USA), Provide Financial Services form Pakistan.

RESPOSIBILITIES:

- Received Data from Papa John's Stores, Data Entry.
- Preparation of Sale Detail of every Month
- Audit the Physical Stock of the Companies.
- Opening and Closing Inventory, compile data
- Reconciling Banks and party ledgers receivable & payable, GST payment, invoice issuance.
- Companies Management Accounts preparation monthly basis.
- Profit & Loss A/c Statement, Cash Flows (Daily & Monthly), Bank Statements, Petty Cash Details & other Financial Analysis.
- Weekly deposit, Bank Statements, Balance Sheet, FLM, or close period as per given schedule.

- According to finance prepare budgeting, forecasting, financial report analysis, cash flows, profit and loss account, balance sheet and income statements
- Report demand by management, financial modeling, Merger & Acquisition etc.

FINANCE MANAGER

September, 2021 to October, 2022 worked as Finance Manager in **Azam Enterprises** (Authorizes Distributor In Motorola (Wireless Radio Sets), UPS (Epower, Techors), Deep Cycle Batteries (Techors, Epower).

RESPOSIBILITIES:

- Preparation Daily Bank Balance Detail / Posting of Bank Transactions.
- Preparation of Sale Detail of every Month
- Audit the Physical Stock of the Companies.
- Making payments and preparing vouchers
- Reconciling Banks and party ledgers receivable & payable, GST payment, invoice issuance.
- Companies Management Accounts preparation monthly basis.
- Profit & Loss A/c Statement, Cash Flows (Daily & Monthly), Bank Statements, Petty Cash Details & other Financial Analysis.
- All office operational and Admin works
- Meeting with clients for Sale purpose.

MANAGER ACCOUNTS

November, 2020 to November, 2021 worked as Manager Accounts in H A Textile Network.

RESPOSIBILITIES:

- Preparation Daily Bank Balance Detail / Posting of Bank Transactions.
- Preparation of Sale Detail of every Month
- Audit the Physical Stock of the Companies.
- Making payments and preparing vouchers
- Reconciling Banks and party ledgers receivable & payable, GST payment, invoice issuance.
- Companies Management Accounts preparation monthly basis.
- Profit & Loss A/c Statement, Common Exp Detail, Cash Flows (Daily & Monthly), Bank Statements, Petty Cash Details & other Financial Analysis.
- Also prepare detail of PRA, Income Tax & Sales Tax.

FINANCE OFFICER

December, 2019 to November, 2020 working as Finance Officers in Askari Apparel a Project of Askari Enterprises under Army Welfare Trust (AWT).

RESPONSIBILITIES:

- Preparation of Income Tax Deducted and Deposited Sheet of company & employees.
- Preparation / Posting of Bank Transactions.
- Preparation of Sale Detail of every Month
- Audit the Physical Stock of the Companies.
- Making payments and preparing vouchers
- Reconciling Banks and other related works to accounts.
- Look after External and Internal Audit of the Company.
- Companies Management Accounts preparation monthly basis.
- MGM Report send to Management Monthly.
- Maintaining Insurance Correspondence
- Also prepare Sales Tax Return and get refund from FBR.
- Deals in FBR (Post Audit & Regular Audit) etc.

MANAGER ACCOUNTS:

October, 2019 to December, 2019 working as Manager Accounts in Fatima Islam Travel & Tour (Pvt) Ltd (IATA, Umrah & Hajj).

RESPONSIBILITIES:

- Preparation / posting of Bank Transaction
- Making Payment and Preparing Vouchers
- Reconcile Bank, Party ledgers, Payables & Receivables.
- Maintain Party Ledgers on daily basis.

ACCOUNTS EXECUTIVE:

October, 2018 to September, 2019 as Accounts Executive staff member of Sagacious Group (IT, Construction and Food & Beverage).

RESPONSIBILITIES:

Develop and maintain all policies and procedures pertaining to the treasury, audit & accounting practices.

- Preparation of Income Tax Deducted and Deposited Sheet of company & employees.
- Preparation / Posting of Bank Transactions.
- Preparation of Sale Detail of every Month
- Audit the Physical Stock of the Companies.
- Making payments and preparing vouchers
- Reconciling Banks and other related works to accounts.
- Look after External and Internal Audit of the Company.
- Companies Management Accounts preparation monthly basis.
- Profit & Loss A/c Statement, Common Exp Detail, Cash Flows (Daily & Monthly), Bank Statements, Petty Cash Details & other Financial Analysis.

ACCOUNTS OFFICER:

October, 2006 to August, 2018 as Accounts officer staff member of Kohinoor Spinning Mills Ltd (Chakwal Group).

RESPONSIBILITIES:

Develop and maintain all policies and procedures pertaining to the treasury and accounting practices.

- Preparation of Income Tax Deducted and Deposited Sheet.
- Preparation / Posting of Bank Transactions and Sales Tax and Waste Invoices.
- Preparation of Sale Detail of every Month
- Audit the Physical Stock of the Company
- Making payments and preparing vouchers
- Maintaining Insurance Correspondence
- Reconciling Banks and other related works to accounts.
- Also prepare Sales Tax Return and get refund from FBR.
- Look after External and Internal Audit of the Company.
- Also deal in FBR (Post Audit & Regular Audit) etc.

SALES TAX CONSULTANT:

September, 2013 to June, 2015 part time job at Sultan & Sultan Law Associates as Sales Tax Consultant.

RESPONSIBILITIES:

- Preparation of Income Tax Deducted and Deposited Sheet.
- Preparation / Posting of Bank Transactions and Sales Tax and Waste Invoices.
- Also prepare Sales Tax Return and get refund from FBR.
- Also deal in FBR (Post Audit & Regular Audit) etc.

QUALIFICATIONS:

- MBA (Banking & Finance) Allama Iqbal Open University (2009)
- B.COM University of the Punjab (2006)
- I.C.S Lahore Board (2004)
- MATRIC Lahore Board (2002)

PROJECTS:

During the management studies I have completed the following projects.

- The marketing strategies of Kohinoor Spinning Mills Limited.
- SWOT analysis of Kohinoor Spinning Mills Limited
- Managerial structure of Chakwal Textile Mills Limited.
- Research work on threats and opportunities for Pakistan.
- Organizational Behavior of Chakwal Group
- I did internship in National Bank of Pakistan (2 Months)

COMPUTER SKILLS:

- Regular user of MS office 2003, 2007 and 2010 (Word, Excel, PowerPoint,)
- User of internet.

PERSONAL INFORMATION & ATTRIBUTES:

- Date of Birth: 20-05-1985
- National Identity Card No: 35202-9121384-7
- Domicile: Lahore (Punjab)
- Marital Status: Married
- Ability to effectively manage multiple responsibilities simultaneous.
- Positive and confident person blended with strong working ethics.

LANGUAGES:

Proficient in Urdu, English & Punjabi.

HOBBIES:

- Cricket

REFERENCE

Reference will be providing on the requirement.

