



MUHAMMAD TAHIR ASHRAF

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OBJECTIVE

Seeking a demanding & quality oriented position in an organization to gain work experience and knowledge in the practical field and to be an integral part of good environment that could make effective use of my potential and contribution towards achievement of organizational objectives and personal growth.

SKILLS

Tally 9 ERP; Opera PMS; Quick Books Pro; Sadat Hyder Morsheed Financials; Bank Smart; Microsoft Excel; Microsoft Word, Microsoft Windows



Proficient in manufacturing environment accounting system



Communication



Time Management



Problem Solver



Decision Maker



EDUCATION

UNIVERSITY OF PUNJAB, LAHORE, PAKISTAN
Bachelors in commerce

2008 - 2010



WORK EXPERIENCE

S & K CO. (T) LIMITED, TANZANIA

27-11-2022 – 20-03-2024

Factory Operations and Accounts

Manage and oversee the daily operations of the accounting department including:

- Month and end-year process.
- Accounts payable/receivable.
- Cash receipts.
- General ledger.
- Payroll and utilities.
- Treasury, budgeting.
- Cash forecasting.
- Revenue and expenditure variance analysis.
- Capital assets reconciliations.
- Trust account statement reconciliations.
- Check runsfixed asset activitydebt activity.
- Managing Government Liabilities (VAT, NSSF, WCF, SOL & PAYE, CITY SERVICE LEVY).

A.M STEEL & IRON MILLS LTD, DAR ES SALAAM, TANZANIA

13-06-2013 - 15-01-2021

Manager Accounts

- Oversee and review all accounts receivables/payables and cash department; supervise a staff of five.
- Overall supervision of accounts department and book keeping.
- Preparation of monthly salaries and submission of staff payee returns.
- Conduct internal audits.
- Preparation of Management Account, Cash Flow Projection, Budgeting.
- Preparation of Annual Financial Statement.
- Liaison with company auditors for company annual audit.
- Liaison with Tax Authorities regarding Tax matters (preparation and submission of VAT Returns, Income Returns and Payee Returns etc).
- Develop and document business processes and accounting policies to maintain and strengthen internal controls.
- Review and recommend modifications to accounting systems and procedures.
- Analyse financial information and summarize financial status.
- Liaison with banks regarding all bank transactions, company credit portfolio, provide and prepare all documents for bank for company credit limits, Opening of letter of credits etc.
- Manage all Imports and Export of company, including all related paper work, liaisoning with customers and suppliers and also with clearing agent.

HAMEED & CO. (CHARTERED ACCOUNTANTS), LAHORE,
PAKISTAN

09-07-2012 - 31-05-2013

Assistant Manager Business Appraisal

- Handled cash dealing of the company with the Banks, disbursement of salaries to the staff. Managing requirements of cash and its placement with the Banks.
- Reconciling the Company accounts with the Banks periodically.
- Liaison with the Tax Authorities.
- Preparing Monthly and Quarterly Tax Statements.
- Preparation of Income Estimation Reports.
- Preparation of staff monthllysalaries.
- Survey clients for income Assessment for bank as third Party.
- Helped for Conduct External Audits.

IMRAN UL HAQ COUTURE, LAHORE, PAKISTAN

02-09-2010 - 30-06-2012

Accounts Executive

- Handled cash dealing of the boutique with the Banks, disbursement of salaries to the staff. Managing requirements of cash and its placement with the Banks.
- Reconciling the Company accounts with the Banks periodically.
- Handled marketing & sourcing of boutique.
- Preparation/ Posting of supporting vouchers (JVs, etc).
- Preparation & Disbursement of staff monthly salaries.

BANK OF PUNJAB, LAHORE, PAKISTAN

04 MONTHS

Internship

- Posting of daily cash transactions which includes deposit, withdrawal, onlinetransactions.
- Periodical reported of cash department comprises of daily, weekly, monthly reports.
- Managing store records.
- Posting/ reconciliation of inward & outward clearing.



LANGUAGES

English, Urdu, Punjabi



REFERENCES

Mr. Sheikh Ibrahim Majeed

Managing Director,Azayan Enterprises Co, Ltd. Dar es Salaam, Tanzania.

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Mr. Muhammad Amir Ashraf

Marketing officer,Habib Bank Ltd,Lahore, Pakistan.

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