

Munib ur Rehman

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Date of Birth: 17 - Feb - 1985

Objective: I aspire to work in a challenging and dynamic environment that fosters maximum growth, provides training for a successful professional career, and offers opportunities for advancement.

Profile Summary:

- ACMA Finalist and MBA (Banking & Finance) with a strong foundation in accounting, finance, taxation, and professional experience.
- Experienced in financial statement maintenance, internal controls, tax compliance, budgeting, financial analysis, costing, and more for both manufacturing and service sector organizations.
- Skilled in understanding the big picture and aligning daily work with organizational goals.
- Proven ability to manage multiple initiatives simultaneously and deliver exceptional results under tight deadlines.
- An effective communicator with strong analytical skills for detailed reporting.
- Proficient in ERP systems such as Oracle Financial, Extreme ERP, QuickBooks, and Microsoft Office.

Work Experience:

ORGANIZATION : Indus Plus Private Limited
Company Industry : Textile (exporter of knit & denim garments)
Designation : Assistant Manager Finance
Tenure : November-2019 To Onward
Reporting to : Chief Financial Officer
Summary : To supervise the accounts department, ensure accuracy of transactions, posting, general ledger supervision, payables, receivables, intercompany transactions, monthly, quarterly, and yearly reporting to the management and banks, supervise external audits, tax audits, and tax notices of the group.

Responsibilities :

- Establishing and monitoring a financial system, collecting, analyzing, verifying, and reporting financial information.
- Preparing and finalizing the monthly closing, quarterly management accounts, and yearly financial statements.
- Preparing monthly budgets, managing cash flow, and ensuring inflow and outflow as per the approved budget.
- Ensuring tax compliance, supervising the monthly sales tax return, sales tax refund, and the submission of withholding statements.
- Supervising withholding tax reconciliations and post-sales tax refund audits, as well as addressing other notices or queries initiated by the FBR (Federal Board of Revenue).
- Supervising daily payables, receivables, and other financial transactions to ensure proper recording of financial transactions.
- Supervising the company's annual external audit, withholding tax audit, sales tax refund audit, and responding to tax notices and queries.

ORGANIZATION : **Rupali Polyester Limited (Rupali Group)**
Company Industry : **Textile (Polyester Fiber and Filament Yarn Manufacturer)**
Designation : **Assistant Manager Accounts**
Tenure : **January-2016 To October-2019**
Reporting to : GM Accounts, Manager Accounts & Manager Taxation.
Responsibilities :

- Filing of monthly sales tax return & sales tax withholding statements. Reconciliation of sales tax return and withholding statements with the ledger.
- Preparation of sales tax refund data, resolution, and reply to objections and inquiries regarding the sales tax refund post-audit.
- Preparation and submission of income tax withholding statements and reconciliation with ledgers.
- Preparation of payments for suppliers & utility bills working. Preparation of monthly & quarterly payable budget. Reconciliation of ledgers with suppliers/vendors and banks.
- Preparation of schedules of liabilities & receivable reports for suppliers/vendors.
- Responding to queries from internal & external auditors regarding payable matters. Supervising work related to handling charts of accounts, trial balances, and adjusting entries.
- Preparation of the daily power house cost sheet, computation of per-unit cost of power generated, variance analysis, and relevant cost analysis. Prepare daily, monthly, and yearly power house cost reports.
- Valuation of imported raw materials, machinery, and spare parts. Computation of the landed cost of imported raw materials, machinery, and spare parts.
- Reconciliation of foreign parties' ledgers, store ledgers, import control accounts, and closing of L/C.

ORGANIZATION : **Sohail Textile Mills Limited (Ayesha Group)**
Company Industry : **Textile (PVC & CVC Yarn Manufacturer)**
Designation : **Finance Executive**
Tenure : **November-2012 To December-2015**
Reporting to : Chief Accountant, Manager Accounts & Manager Taxation
Responsibilities :

- Manage accounting functions, including the maintenance of the general ledger, accounts payable, accounts receivable, monthly closing of financial records, and posting of month-end information to ensure accuracy and timeliness.
- Oversee the accounts payable function, including processing invoices, matching receipts to invoices, ensuring purchase orders and proper payment approvals are provided, and reconciling vendor statements monthly.
- File monthly sales tax returns, sales tax withholding statements, and submit income tax withholding statements. Reconcile monthly sales tax returns, sales tax withholding statements, and income tax withholding statements with the ledgers.
- Respond to FBR & PRA inquiries regarding sales tax and income tax matters, including sales tax refunds, income tax withholding, sales tax withholding, and other related matters. Oversee all tax-related processes.
- Prepare monthly and quarterly payable budgets. Manage the employee expense claims process, reconcile supplier statements and accounts.
- Perform valuation of imported raw materials, machinery, and spare parts. Calculate the landed cost of imported raw materials, machinery, and spare parts. Supervise and reconcile foreign party ledgers, store ledgers, import control accounts, and closing of L/C.
- Prepare schedules of liabilities and receivable reports, as well as statements, accounts, and reports at the end of every month, quarter, and year.

ORGANIZATION : Wizitex Time Industries Private Limited (Wazir Group)
Company Industry : Textile and Garments Exporter
Designation : Finance Officer
Reporting to : Manager Finance
Tenure : December-2008 To October-2012

- Prepare manual vouchers and post them in the general ledger.
- Verify documents for goods received and prepare payments to suppliers.
- Reconcile party ledgers and bank statements.
- Prepare monthly, quarterly, and yearly statements and accounts.
- Prepare monthly sales tax records and file monthly sales tax returns electronically.
- Verify bank service charges on exports and calculate interest payable to banks and investing parties as per financing and leasing agreements.
- Calculate the cost of yarn and gray fabric conversion rates per meter and conduct variance analysis with historical costs.
- Verify staff and worker salaries and prepare and submit monthly EOBI and PESSI returns.
- Conduct physical stocktaking on a monthly basis.

Professional Certification & Academic Education

Sr.	Certification / Degree	Institution / University	Specialization / Major	Passing Year
1	CMA – Finalist	ICMA Pakistan	Management Accounting	Continue
2	MBA	Gomal University, Pakistan	Banking & Finance	2009
3	BSC	Gomal University, Pakistan	Computer Sciences	2006
4	FSC	BISE Bannu, Pakistan	Pre-Engineering	2004
5	Matriculation	BISE Bannu, Pakistan	Science Subject	2001

Computer and IT Skills

Sr.	Skills & Abilities	Proficiency Level
1	MS Office (Excel, Word, Power Point)	Excellent
2	ERP	Excellent
3	Oracle Financial	Excellent
4	Quick Book	Excellent

Personal Information

Father's Name : Farooq Ahmad
 CNIC No. : 12101-5916223-9
 Religion : Islam
 Language Competency : English & Urdu