

IZHAR MUHAMMAD
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Objective

I am seeking for a challenging opportunity within Accounts/Finance with a well reputed organization where I may be able to utilize as well as grow professionally.

Experience

Presently I am working with Orient Petroleum Incorporation (OPI Gas Private Limited.) a company of Hashoo Group, as Senior Accounts Executive, from 01st October 2021 to till date. Company have network of 450 distributors throughout Pakistan.

My duties are:

- Preparation of monthly and Annual Accounts.
- Preparation daily cash flow statement.
- Conduct of statutory Audit under Companies Ordinance 1984 and Coordination with auditors.
- Capital budgeting.
- Preparation of annual budget for company.
- Monitor expenditures to ensure proper allocation of budgeted funds on a monthly basis.
- Supervision of all financial transaction in to accounting software and responsible for all Journal accounting.
- Verification of Sale Invoices and posting.
- Ensuring the timely receivable aging on daily basis
- Ensuring the timely payments to suppliers and posting
- Opening of letter of credit and bank guarantee
- Collaboration with banks officials for banking matters.
- Coordination with Tax consultants/Tax officials for Income Tax & Sales Tax cases.
- Preparation of monthly payroll,

Accounts Executive - OPI Gas Private Limited.

09th August 2008 to 30th September 2021

- Monthly closing vouchers, positing and period closing.
- Maintaining fixed assets register.
- Review expense reports and advances.
- Filling of W/H Tax statements
- Filling of sale tax return
- Preparation of monthly and Annual Accounts.
- Preparation of PF annual accounts and audit.

Accounts Officer - OPI Gas Private Limited.

6th October 2005 to 08th August 2008

- Sales/Sales Tax Invoices
- Bank receipts vouchers
- Bank payments vouchers
- Journal vouchers
- Bank reconciliation
- Booking of purchase invoices/Goods receipts notes
- Customer/supplier reconciliation
- Holding Company/Related parties reconciliation

Audit Assistant - BDO. Ebrahim & Co, Chartered Accountants Islamabad,
14th March 2005 to 5th October 2005.

- Audit and book keeping
- Filling of Income Tax Returns

Education:

- ACCA - Part qualified
- M. Com - University of Peshawar - 2004
Specialization in Accounts (CGPA 4/4)
Major subjects: Cost and Advance/Corporate Accounting, Budget Planning, E commerce, Financial Management and Organization Behavior.
- B. Com (Hons) - University of Peshawar - 2003
Major subjects: Accounting, Management, Office Management, Budgeting and Marketing,
- B. Com - University of Peshawar -2002
Major subjects: Cost and Advance accounting, Auditing, Fundamental of Business, Banking, Advance Income Tax, Business Communication and Commercial Law.

Accounting Software's

Fully command on accounting software's:

Oracle Financials

Sidat Hyder Financials: (GL, Sales, Purchase, Inventory modules)

AZM Financial Information Control Systems (GL, Sales, Purchase modules)

Human Capital Management (Payroll Module)

Peachtree Complete Computerized Accounting

Well Versed with MS Office packages and internet.

Personal profile

Date of Birth	:	August 11, 1979
Permanent Address	:	Mohallah Raidawan Village & P/O Maini District & Tehsil Swabi, Khyber Pukhtoon Khwa.
Postal Address	:	Plot # 18-A & 19-A, PTET House, 3 rd Road, Mauve area, Sector G-10/4, Islamabad.
Language		Pashto as native, Urdu and English
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