

SYED MUHAMMAD ZUBAIR

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ACCOUNTING MANAGER | ACCOUNTANT | ACCOUNTS & FINANCE ASSISTANT

Financial Management | Accounting Systems | Audits | Budgeting

Seasoned, highly knowledgeable and goal-oriented accounting professional with experience in all accounting techniques, financial management, budget control and administration. Core strengths in general accounting, finance, and management with developed skills in assessing accuracy of financial records whilst determining effectiveness of controls and efficiency of operations.

CAREER TIMELINE



Accountant

Jan Associates Peshawar, Pakistan

Since April 2016 to November 2022

- Process Accounts transactions.
- Financial reporting and Administrative management

Accounting Manager

TM Group of Hospitality VIP Guest House, Peshawar, Pakistan

January 2015 to February 2016

- Shouldered the responsibility for introducing revenue, food cost and fixed cost reports and preparation of Cash Flow Statement, Income Statement and Statement of Financial Position.
- Proactively coordinated with the suppliers for managing payments, Data entry of invoices for payment, attending meetings and negotiating for better prices.
- Leveraged broad competencies in supporting the month-end and year-end close process.
- Actively involved in developing and monitoring accounting control procedures.
- Specifically responsible for maintaining complex ledgers, preparing detailed cost accounting information, reconciling and analyzing reports and different ledgers.
- Primarily tasked with balance sheet analysis and variance analysis.
- Directed all aspects for analyzing and handling the maintenance of fixed assets register.
- Held accountable for verification of invoice, stock register, physical stock, cash and bank transactions.

Achievements: Slashed payroll/benefits administration costs 30% by negotiating pricing and fees, while ensuring the continuation and enhancements of services.

Accounts Officer

Royal Petrochemical Industries (Pvt) Ltd, Peshawar, Pakistan

March 2012 to December 2014

- Judiciously establish reporting structure in the organization for group financial reporting and manage working capital for avoiding operational hazards.
- Accountable for turning company's unfavorable outstanding aging into a favorable outstanding aging.
- Dexterously prepare monthly budgets in order to meet cash flow requirements and financial statements in order to reflect quarterly/annual financial position of the organization.
- Design & develop Value Added Tax Structure and Tax Reporting in the organization.

- Primarily responsible for preparing annual budgets, including sales, payroll, op-ex and cap-ex for better control and managing Accounts Payable Department in order to meet the requirements of Supply Chain.
- Demonstrate exemplary expertise in preparation of Bank Reconciliation Reports and meeting the banking requirements of the organization and monitoring cash funds i.e. petty cash fund, payroll fund, etc.
- Contributed notably in supervising the departments of Procurement, Credit Control and Project Cost reporting.
- Highly instrumental in recording sales invoices in the system, following up for collection of payments from clients, resolving conflicts with clients related to invoicing.
- Utilize previous experience in preparing and recording of Assets, Liabilities, Revenue, and Expenses Entries by compiling and analyzing account information.
- Apply sharp analytical abilities in preparing and reviewing financial statements (income statement, balance sheet & cash flow); payroll preparation and remittance.
- Effectively perform monthly bank reconciliation to ensure that all transactions are properly recorded.
- Accountable for entering of supplier invoices and employee expense claims to the ERP system, stock maintenance, entering stock into the system and managing the petty cash.
- Lead & guide the team in the reconciliation of variance report between budget and actual.

Auditor (Intern)

Ali Associates Chartered Accountants, City Towers Peshawar, Pakistan

June 2011 to
September 2011

- Plans financial audits by understanding the organization objectives, structure, policies, processes, internal controls, and external regulations; identifying risk areas; preparing audit scope and objectives; preparing audit programs.
- Assesses compliance with financial regulations and controls by executing audit program steps; testing general ledger, account balances, balance sheets, income statements, and related financial statements; examining and analyzing records, reports, operating practices, and documentation.
- Communicates audit progress and findings by providing information in status meetings; highlighting unresolved issues; reviewing working papers; preparing final audit reports.
- Accurate and timely monthly reports to control budget overruns.
- Audit for Directorate of Education DIOCESE, Peshawar, Church of Pakistan and North West General Hospital & Research Centre Peshawar .

Achievements: Completion of Audit assignments and the business plan.

Finance & Accounts Assistant

Royal Petrochemical Industries (Pvt) Ltd, Peshawar, Pakistan

January 2007 to
January 2010

- Maintenance of Account books, journal ledger. Purchased ledger, Stock ledger; sales tax, Demand Drafts, pay Orders.

EDUCATION & CREDENTIALS

CIMA-Finance Leadership Program - Enrolled 2022

Master of Business Administration – MBA-Finance

Institute of Management Sciences, University of Peshawar - 2007

Bachelor of Science B.Sc

University of Peshawar - 2004

TRAININGS And TECHNICAL SKILLS

- SAP FICO ERP
- QuickBooks and Tally
- Excel

PERSONAL SNIPPET

Languages: English, Arabic, French (Basic)

Native languages: Pashto, Urdu

Driving License: Valid Driving License (233714/04)