



MOHAMMAD ADNAN

AN ACCOUNTANT | INVENTORY MANAGER |
DOCUMENT SPECIALIST



Professional Summary:

Envisioning a dynamic position as an Accountant cum Inventory Manager & Document Specialist, underpinned by my comprehensive 8-year expertise. Backed by a Bachelor of Commerce degree, I adeptly navigate financial complexities, intricately manage inventory realms, and proficiently administer diverse tasks. Dedicated to elevating fiscal workflows, ensuring methodical documentation, and optimizing inventory methodologies to amplify cost-effectiveness and operational distinction. Committed to nurturing interdepartmental cohesion, refining protocols, and introducing strategic innovations to propel organizational expansion and triumph.



Experience

Zain Group of Companies Builders & Developers (Dec-2015 to Present)

***As Senior Accountant**

- Accomplished seamless settlement of a substantial portfolio of clients' plots, skillfully managing intricate financial transactions.
- Processed high volumes of payments, meticulously handled expenses, managed accounts receivable and payable.
- Maintained precision in bank reconciliations, optimizing financial workflows using company ERP software.
- Expertly maintained impeccable bookkeeping standards, ensuring accurate cash flow documentation.
- Prepared trial balances, balance sheets, and project summaries, facilitating informed financial data analysis.
- Demonstrated unwavering commitment to strict tax compliance and precise calculation execution.
- Derived actionable insights from extensive financial data analysis, contributing to strategic decision-making.
- Implemented streamlined documentation system for multifaceted clients' plot transactions.
- Fostered cross-functional collaboration, forging robust client relationships through effective communication.
- Engaged in budget forecasting, substantiating a profound understanding of financial trends.

***As Inventory Manager**

- Directed adept management of significant inventory volume, optimizing stock levels and refining distribution procedures.
- Successfully executed inventory planning, replenishment strategies, and meticulous record-keeping.
- Strategically fostered vendor relationships, negotiating terms, and ensuring punctual deliveries.
- Excelled in devising innovative storage solutions, maximizing space utilization for seamless retrieval.
- Diligently monitored stock levels, conducted accurate inventory counts, and enforced quality control measures.
- Championed lean inventory practices, generating insightful reports for enhanced performance.
- Collaborated seamlessly with cross-functional teams, applying astute forecasting methodologies.
- Contributed to agile stock management and adaptation to fluctuating demands.

Contact Information

- 🏠 Flat No. 12, Floor 3rd, Fatima Center, Pan Gali, Tower Market, Hyderabad, Sindh, Pakistan
- ☎ 0092-310-9947-000
- ✉ adiye.memon92@gmail.com

Personal Information

- Father Name : Muhammad Iqbal
- Surname : Memon
- NIC # : 41303-3812853-7
- Date of Birth : 1st August 1988
- Marital Status : Married
- Passport No. : AP0208533
- Domicile : Hyderabad Urban
- Nationality : Pakistani

Language Skills

- ENGLISH
(Intermediate)
- URDU
(Native)
- SINDHI
(Fluent)

Accountancy Skills

- Accounts Receivable
(Expert)
- Accounts Payable
(Expert)
- Accounts Reconciliation
(Expert)
- Accounts Analysis
(Expert)
- Accounts Summarization
(Expert)
- General Journal Ledger
(Expert)
- Book Keeping
(Expert)
- Bank Reconciliation
(Expert)
- Trail Balance
(Expert)
- Account Error & Correction
(Expert)
- Budget
(Expert)
- Auditing
(Expert)

*As Document Specialist

- Transmitted documents, organized revisions and tracked changes.
- Prepared digital files, physical documents and work requests in compliance with company guidelines.
- Manipulated and converted documents to meet needs of individual personnel or projects.
- Utilized [Software] to scan and clean-up project documents.
- Managed file archival and information retrievals.
- Provided support for document controls and worked with contract documents.
- Created project control documentation to support needs of important projects.
- Checked blueprints and drawings for accuracy and completeness.
- Coordinated document exchange between departments, contractors, suppliers and customers.
- Maintained document archive and file server of approved documents and drawings to provide easy traceability and retrievability.
- Managed clients' possession and plot registry documentation, ensuring meticulous accuracy and compliance.
- Reviewed and interpreted clients' construction drawings, maintaining precision in architectural plans.
- Created Construction NOC (No Objection Certificate) documents, collaborating with stakeholders.



Academic Qualification

- Graduation (2008)
Bachelor of Commerce (University of Sindh)

Extra Courses

- English Language Course 1st Level with "A" Grade Horizon Institute Hirabad Hyderabad.
- C.I.T (Certified in Information Technology) with "A" Grade Navigate Institute Station Road Hyderabad

Inventory Skills

- Inventory Management (Expert)
Supply Chain Understanding (Expert)
- Stock Control (Expert)
- Vendor Management (Expert)
- Regulatory Knowledge (Expert)
- Negotiation Skills (Expert)

Inventory Skills

- Record Keeping (Expert)
Drafting (Expert)
- Mail Merging (Expert)
- Project Assistance (Expert)
- Invoicing Support (Expert)
- Documents Reading (Expert)