

MUHAMMAD HAMID

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CAREER OBJECTIVE

“Highly motivated accounting professional seeking a position where I can utilize my skills and qualification to build a strong financial system for achieving organizational financial goals and offer opportunities for advancement.”

PROFESSIONAL CAREER SUMMARY

Professional Qualification: - 3-Professional Stages Completed from ICMAP, MBA (Finance)

Education: MA (Economics), B.Com (“1st” Division)

PROFESSIONAL WORK EXPERIENCE

Organization : KA & Company
Nature of business: Auditor, Taxation & Company Law Consultants
Designation : Manager Accounts
Tenure : August 2018 – to-date
Location : Clifton, Karachi, Pakistan
Responsibilities : **GENERAL ACCOUNTING, FINANCIAL STATEMENTS**
Brief Job Description



- Prepare, examine, and analyze accounting records, financial statements, Profit & Loss account, Balance Sheet and other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards
- Compute sales taxes and income tax owed and prepare tax returns, ensuring compliance with payment, reporting and other tax requirements & Monthly filing of returns.
- Review monthly bank reconciliation statements of all bank accounts and update the line manager on its timely compliance.
- Process and prepare financial and business forms for the purpose of checking account balances, facilitating purchases, etc.
- Review and audit financial statements and reports, ensure all calculations and data entries are correct
- Reconcile any discrepancies identified by conversing with employees and/or clients
- Maintain banking relationships & negotiating loans for business units
- Arranging financial audits and reviews as required.

Organization : Pivot Project Management (Pvt) Ltd
Nature of business: Construction & Project Management
Designation : Deputy Manager Accounts
Tenure : August 2016 – July-2018
Location : Defense, Karachi, Pakistan
Responsibilities : **GENERAL ACCOUNTING, PAYROLL**
Brief Job Description



- Develop, maintain, and analyze budgets, preparing periodic reports that compare budgeted costs to actual costs.
- Maintain and manage schedule of supplier, contractor payment.
- Calculating net salaries, deductions, and withholdings
- Updating payroll files and general ledger

- Implements, maintains, and reviews payroll processing and accounting systems to ensure timely and accurate processing of payroll transactions including salaries, benefits, garnishments, taxes, and other deductions.
- Ensures accurate and timely processing of payroll updates including new hires, terminations, and changes to pay rates.
- Prepares and maintains accurate records and reports of payroll transactions.
- Ensures compliance with federal, state, and local payroll, wage, and hour laws and best practices.
- Facilitates audits by providing records and documentation to auditors.
- Identifies and recommends updates to payroll accounting software, systems, and procedures.
- To contribute to the analysis of financial information, preparing reports and making recommendations for corrective course of action, in liaison with line managers.
- Review monthly bank reconciliation statements of all bank accounts and update the line manager on its timely compliance.

Organization : **SAUDI DIESEL EQUIPMENT COMPANY LTD**

Nature of business: Heavy Construction Equipment & Generators

Designation : Financial Accountant

Tenure : April 2012 – July 2016

Location : Al-Khobar, Dammam, Saudi Arabia

Responsibilities : **ACCOUNTS PAYABLE/ RECEIVABLE, FIXED ASSETS, COMMISSION**

Brief Job Description:

**ACCOUNTS PAYABLE / ACCOUNTS RECEIVABLES
(JUNE 2014 TO JULY 2016)**

- Process Suppliers' Bills & Check Supports i.e Invoice, DC, GRN, P.O, Verify Quantity and Rate with Invoice and P.O.
- Verify the Accuracy of Suppliers' Invoices and Ensuring the Charge to Proper Account.
- Identify discrepancies in the invoice & record the observations for corrective action.
- Accrue bills and pass J.V for outstanding bills & maintain aging list in the ERP.
Reconcile vendor statements, research and correct discrepancies
- Resolve account discrepancies by investigating documentation; issuing stop payments
- Receive & verify invoices and requisitions for sale of goods and services.
- Record in ERP all cash receipts, discounts, allowances, price difference, returns and other charge backs to customer accounts timely and accurately.
- Record receipts for customer advances & making adjustments against Receivables.
- Maintaining thorough, well organized accounts receivable customer files.
- Collect revenue by delinquent accounts; notifying customers of insufficient payments.
- Update& Verification of G.L Receivable balances match with the Subsidiary.
- Monitoring customer account details for non/delayed payments & other irregularities.

**FIXED ASSETS, COMMISSIONS, EXPENSE & PETTY CASH AUDIT
(FROM APRIL- 2012 TO MAY- 2014)**

- Record Fixed Assets Purchased / Transferred in the company in ERP promptly.
- Ensure all fixed assets appear in the subsidiary & match with the G.L.
- Taking Monthly Fixed Asset Reports to monitor Additions & Disposals.
- Ensure Life of Assets & Depreciation is Properly Followed as per Policy.
- Review and update the detailed schedule of fixed assets and accumulated depreciation
- Maintain up-to-date list of "Fixed Assets at Home" for directors & managers' residences.
- Maintain asset identification tagging, location identification, physical count, and departmental, equipment custodians.



- Conduct periodic physical inventory counts of fixed assets.
- Identify existing assets without identification tagging numbers, assign new tag numbers.
- Prepare audit schedules relating to fixed assets, and assist auditors in their inquiries.
- Prepare salesmen and collectors commissions as per approved company policy
- Charge expenses to accounts and cost centers by analyzing expense reports.

Organization : **GENERAL TYRE & RUBBER COMPANY LTD**
 Nature of business: Tyre Manufacturing Industry
 Designation : Senior Accounts Supervisor
 Tenure : July 2008 - September 2011
 Location : Landhi Industrial Area, Karachi, Pakistan
 Responsibilities : **CONTRACT EMPLOYEES PAYROLL, ACCOUNTS PA**
 Brief Job Description:



- Maintain and manage schedule of supplier / contractor payment.
- Calculating net salaries, deductions, and withholdings
- Updating payroll files and general ledger
- Resolving payroll issues (e.g. late payments)
- Accounting with respect to accruals / charges.
- P.F loan application working, cheques preparation, disbursement & bank reconciliation.
- Update Cash Book & communicate excess cash to HOD for investment.
- Finalization of members' ledgers and provident fund accounts.
- Get provident fund audited from External Auditors
- Printing & distribution of Members' PF Account Statements.
- Enter all payroll-related modifications including wage, deductions and tax adjustments, benefit and checking payroll. Monitoring staff advances.

Organization : **PRIME SAFETY (PVT.) LTD (ISO 9001:2000)**
(A Division of Shahbaz Group)
 Nature of business: Industrial Gloves Design & Manufacturing
 Designation : Accounts Officer
 Tenure : May 2004 – June 2008
 Location : Export Zone Authority, Karachi, Pakistan
 Responsibilities : **PAYROLL, INCENTIVES & RECONCILIATIONS**
 Brief Job Description:



- Perform functions related to payroll, incentive calculation and disbursement.
- Maintain and manage schedule of supplier / contractor payment.
- Calculating net salaries, deductions, and withholdings
- Updating payroll files and general ledger
- Oversee employee paychecks
- Calculate net salaries considering deductions and withholdings
- Ensure payroll and tax documents are accurate
- Update general ledger and payroll files
- Prepare accounting files, records, and schedules
- Monitor paid and unpaid leaves
- Process overtime earnings or holiday deductions
- Resolve payroll problems (e.g. overlooked bank holidays, late payments, etc.)
- Answer employee questions concerning payroll
- Participate in payroll audits
- Ensure compliance with governmental laws on payroll accounting and taxes

PROFESSIONAL & ACADEMIC QUALIFICATION

Sr.	Degree	Institute / University	Specialization	Division
1	MBA (Finance)	Muhammad Ali Jinnah University (MAJU)	Finance	“1 st ” Div.
2	M.A	Karachi University	Economics	Pass
3	Professional Stages- 1,2,3	I.C.M.A.P.	Accounting	Pass
4	B.Com	Karachi University	Commerce	“1 st ” Div.

DIPLOMA & CERTIFICATE COURSES

Sr.	Diploma/Certification	Institution
1	Diploma in Information Technology	Modern Institute of Secretarial Sciences Skill Development Council, Karachi

REMARKABLE ACHIEVEMENTS AND AWARDS

1	Certificate of Recognition from Pakistan American Cultural Center (PACC)
2	Received Scholarship upon getting ‘First Division’ in B.Com.

PERSONAL INFORMATION

Father’s Name : Zaheer ud-din Ahmed
CNIC No. : 42201-1500995-9
DOB : 24.06.1980
Marital Status : Married