

Muhammad Hamid

Manager Accounts - MBA (Finance), ICMA (Inter), MA (Economics), B.Com (First Class)

Model Colony, Karachi 75100

muhammadhamid6_ztf@indeedemail.com

+92 331 2630800

I am a self-motivated, smart-working individual with positive attitude, keen to learn and contribute accurately and efficiently with full enthusiasm to all tasks. I have strong academic qualifications and sound professional capabilities within large corporate environment. My experience spans more than 16 years, with in the functions of Accounts & Finance of different organizations.

My expertise lies in an ability to effectively manage Accounts Receivable, Accounts Payable, Fixed Assets, Payroll, Provident Fund, Vendors, Bank reconciliations & preparation of Financial statements including Balance Sheet & Profit and Loss account. I have ability to identify and resolve complex accounting issues and develop innovative solutions to achieve financial management objectives.

Willing to relocate: Anywhere

Work Experience

Manager Accounts

KA & Company - Karachi

July 2018 to Present

GENERAL ACCOUNTING, FINANCIAL STATEMENTS

- 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.

Deputy Manager Accounts

Pivot Project Management (Pvt) Ltd - Karachi

August 2016 to July 2018

GENERAL ACCOUNTING, PAYROLL

- 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.

Financial Accountant

SAUDI DIESEL EQUIPMENT COMPANY LTD - Dammam

April 2012 to July 2016

ACCOUNTS PAYABLE/ RECEIVABLE, FIXED ASSETS, COMMISSION

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.

Senior Accounts Supervisor

GENERAL TYRE & RUBBER COMPAY LTD - Karachi

July 2008 to April 2012

CONTRACT EMPLOYEES PAYROLL, ACCOUNTS PAYABLE & PROVIDENT FUND

- 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

Accounts Officer

Prime Safety (Pvt.) Ltd (A Division of Shahbaz Group) - Karachi

May 2004 to June 2008

PAYROLL, INCENTIVES & RECONCILIATIONS

- 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

Education

MBA in Finance (First Division)

University (MAJU) - Karachi

2005 to 2009

M.A. in Economics

Karachi University

2003 to 2005

Professional Certifications in Accounting

Institute of Cost & Management Accountants of Pakistan (ICMAP) - Karachi

2000 to 2002

B.Com in Commerce

Karachi University

1998 to 2000

Diploma in Information Technology

Modern Institute of Secretarial Sciences - Karachi

Skills

- Microsoft Office (10+ years)
- MS OFFICE (10+ years)
- Typing (10+ years)
- Internal Audits (1 year)

Languages

- English - Expert

Awards

Schlarship

I received scholarship upon getting First Class in B.Com.

Certifications and Licenses

Certificate in English Language from PACC

Certificate in Secretariat Training from Sindh Secretariat Training Center