

Muhammad Irfan

Skilled Financial Manager adept at increasing work process efficiency and profitability through functional and technical analysis.

Pent House P-06, 6th Floor, Diamond Arcade 13-D, Gulshan e Iqbal Karachi Pakistan.



EXPERIENCE

Mar 2021 To June 2021

Assistant Manager Audit - BTCM (USA)

Sep, 2010 - To Mar 2021

Assistant Finance Manager - Kantar MRB

- Mitigated corporate risk by identifying process inefficiencies and errors.
- Prepared reports and financial statements for management.
- Collaborated with associates to improve reconciliation.
- Developed actionable improvements for existing processes and presented to management.
- Optimised employee satisfaction and productivity by developing employee incentive strategies.
- Placed orders for office products, including paper and toner and kept strict eye on inventory.
- Implemented new efficiency processes to improve speed of task completion.
- Prepared monthly and year-end closing statements, financial documents and invoices.
- Verified items billed against items received and followed-up with vendors and employees to reconcile variances.
- Managed daily bookkeeping functions with attention to accounts receivable, accounts payable, banking reconciliation and disbursements.
- Updated and reconciled accounts payable with purchase orders for accuracy.
- Analysed financial statements and income statements to review company's financial performance.
- Communicated with vendors and clients to facilitate timely payments and reduce outstanding accounts receivable.
- Evaluated expense reports for accuracy and adherence to company policies.
- Maintained account books and accounting systems with accuracy by entering data precisely and proofreading.
- Maintained process documentation for financial department operations.
- Reconciled operations database with accounting system information to calculate and determine monthly revenue.
- Communicated with vendors and clients to facilitate timely payments.
- Posted financial data in Excel spreadsheets and managed inventory.
- Prepared month end closing entries for detailed reporting and record-keeping.
- Received and distributed mail correspondence throughout finance division.
- Prepared payroll reports and examined payroll register to detect errors and improve accounting accuracy.
- Calculated taxes owed, prepared tax returns and ensured prompt payment in adherence with IRS regulations.
- Gathered all banking transactions via statements, recorded activity in Excel format and reconciled balances.
- Calculated taxes owed, prepared tax returns and ensured prompt payment in adherence with tax laws and governance.

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SKILLS

- Proficient in MS office
- Strong verbal and written communication
- Financial accounting
- Project accounting
- Handling book
- Preparing payroll
- Auditing
- Maintaining cash book, bank book
- Accounting Software
- Quickbooks, Macanomy (ERP)
- Bank reconciliation
- Bank transaction
- Preparing all type of vouchers
- Correspondence in different banks.
- Direct Payments Citibank
- Account reconciliations
- Process implementation
- Data trending
- Product Development
- Certified Financial Planner (CFP)
- ERP (Enterprise Resource Planning) software
- Strength in financial planning
- Proficient in SAP

Accomplishments

- Workshop of Advance Taxation Tax Course by Ace Consultant (2010)
- Workshop of Withholding & Monitoring of Withholding by Ace Consultant (2012)
- Workshop of Equity Investment Management by Karachi Stock Exchange STAP (2013)
- Workshop of Sindh Revenue Board by Softax Private Limited (2013)
- Withholding Tax Workshop (2015)

- Maintained accuracy when reviewing and reconciling general ledger.
- Tracked employee time and attendance for payroll.
- Resolved vendor and employee enquiries about invoices and purchases quickly through research.
- Prepared month-end closing entries for detailed reporting and record keeping.
- Communicated internally with team members and employees across multiple departments and accounting to maintain accurate circulation and billing data.

LANGUAGES

Urdu *****

English ****

Sindhi ****

Senior Accounts Officer Oasis International Karachi.

Mar, 2005 – Aug, 2010

- Maintained account books and accounting systems with accuracy by entering data precisely and proofreading.
- Analysed financial statements and income statements to review company's financial performance.
- Prepared month end closing entries for detailed reporting and record-keeping.
- Communicated with vendors and clients to facilitate timely payments.
- Maintained process documentation for financial department operations.
- Processed all payroll entries and reports for all employees.
- Calculated taxes owed, prepared tax returns and ensured prompt payment in adherence with IRS regulations.
- Improved accounting system efficiency and effectiveness by inspecting account books and recording transactions to optimise processes.
- Accurately tracked, verified and approved accounts payable and accounts receivable invoices and total balances into financial software, conducting monthly balance sheet reviews to reconcile variances.
- Evaluated expense reports for accuracy and adherence to company policies.
- Updated and reconciled accounts payable with purchase orders for accuracy.
- Resolved vendor and employee inquiries about invoices and purchases in timely manner through research.

EDUCATION

ICMA Pakistan, Karachi — ACMA

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Cost Management

Muhammad Ali Jinnah University, Karachi — MBA

2013.

Finance

Karachi University, Karachi — B.COM

2005

Commerce