

# GHULAM MUJTABA

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## ACCOUNTING & FINANCE PROFESSIONAL

Goal-focused finance professional with 10+ years of track record in leading the preparation and analysis of financial reports, budgets, and forecasts, implementing financial policies and procedures in line with financial and accounting practices, while attaining complex accounting goals. Skilled at leading audit teams and co-workers and driving efficiency and productivity through evaluation of financial management system and implementation of process improvements. Proven ability to boost customer satisfaction with service ethics and outstanding communication skills. Proficient at driving efficiency and productivity through evaluation of all accounting systems and implementation of process improvements. Demonstrate excellent numerical, time management, organizational, interpersonal and communication abilities as flexible and analytical with a keen eye for details.

## AREAS OF EXPERTISE

- |                                |                                 |                              |
|--------------------------------|---------------------------------|------------------------------|
| ✓ Financial Accounting         | ✓ Business Planning & Budgeting | ✓ Staff Management           |
| ✓ Financial Systems & Controls | ✓ Internal & External Audit     | ✓ SAP (FI-CO & MM)           |
| ✓ QuickBooks (PRO & ERP)       | ✓ Strategic Planning & Analysis | ✓ Graphs & Variance Analysis |
| ✓ Problem Solving              | ✓ Communication Skills          | ✓ Microsoft Office           |

## CAREER HIGHLIGHTS

- ◆ Acknowledged with the recognition certificate for effective management of working capital from 2014 to 2016 in Almarai Company, Saudi Arabia – South region.
- ◆ Progressed through a series of positions and swiftly rendered leading roles started as Accounting Technician, and held leading position as a Senior Accounting Officer in 2016 in Almarai Company Sales Division.
- ◆ Achieved 98% marks in Financial Policies and Regulatory Compliance Audit by directing and looking after all financial matters of one location in the largest FMCG of Saudi Arabia 'Almarai Company'.
- ◆ In 2015 got Saudi Driving License.
- ◆ Acknowledged with employee of month award in 2012 in recognition of outstanding leadership & accounting skills at Wackenhut Pakistan (Pvt.) Ltd.
- ◆ Promoted to the position of Assistant Manager Finance from the post of Accounts Executive in 2008, 2010, and 2012 respectively.
- ◆ Awarded with the appreciation certificate from CEO of Wackenhut Pakistan for completing all job tasks in a timely manner.
- ◆ Ensured switching to accrual basis accounting system from cash basis of new acquired company by G4SDubai in Pakistan.

## EMPLOYMENT HISTORY

**MAXIM LABEL AND PACKAGING PAKISTAN (PVT.) LTD. KARACHI, PAKISTAN**

**Apr 2018 – Present**

### ***Assistant Manager Finance***

- ◆ Rendered keen eye for details to direct finance functions and devise various policies and procedures, while leading a cross-functional finance teams.

- ◆ Ensured financial and internal controls by managing various tasks, including team building, staffing, training, leadership, and performance management activities.
- ◆ Delivered robust support to the GM Finance in carrying out various tasks, such as financial reporting, management reporting, budgeting, projection, forecasting, reconciliations, and auditing.
- ◆ Played a key role incorporating of new company with foreign investors (Chinese), directly interacted with CEO and company lawyers while preparing and finalizing constitutional documents.

**ALMARAI COMPANY, RIYADH, ABHA AND BURAIYDAH , SAUDI ARABIA****Dec 2012 – Dec 2017****Senior Accounting Officer – (Sales Division 2012 to 2016 and Farming Division 2017)**

- ◆ Old Staff number was in Almarai 106863.
- ◆ Worked as Depot Accountant at Sharorah and Najran Depot in Southwest Region of Saudi Arabia.
- ◆ Worked as second to Depot Accountant in Qunfudah, Gizan depot.
- ◆ Held full accountable for overseeing functions, such as Sales reconciliation, inventory management, bank reconciliation, internal controls implementation, financial reporting, fixed assets and working capital management.
- ◆ Applied and Selected in Internal Vacancy in 2016 and moved to Farming Division from Sales Division.
- ◆ Worked in Poultry Breeder Farm and Assist to Regional Accounting Manager for preparing Production Reports, monthly closing, Fixed Assets reports and other reports and assignments which were assigned by Farm Manager.
- ◆ Preparation of Monthly Flash reports, variance analysis with Forecast and Budget.
- ◆ Successfully conducted group meetings in line with the company policies by completing budget plans, standard financial statements, cash flow, and variance analysis.

**WACKENHUT PAKISTAN (PVT.) LTD****Apr 2006 – Nov 2012****Assistant Manager Finance**

- ◆ Started from 2016 and worked till November 2012.
- ◆ Shoulder the responsibility for spearheading accounting and finance tasks, including accounts receivable/payables, bookkeeping, MIS reporting, bank reconciliation, taxation, and external & internal audit.
- ◆ Responsible to prepare monthly adjusting and closing entries and GL reconciliations.
- ◆ Identified risks to propose measures that improve efficiency and reverse negative tendencies and evaluate financial data to optimize bank's activities, along with create cash flow forecasts.

**KEY PROJECTS**

**A Real Time Project:** Shifted from cash basis accounting to accrual accounting for newly acquired company by our group. Completed project in 1 month period net revenue of that company was 220M PKR in 2007.

**EDUCATION**

**ACCA (Association of Certified Chartered Accountancy)** not completed

**Masters of Commerce** from Federal Urdu University, Gulshan Campus

**Bachelors of Commerce** from Government Premier College, Karachi

**TRAININGS**

Team Work & Building | Get Things Done | Presentation Skills  
Managing Change Few are more not Remember will go Through Certificates