



MUSHTAQ ALI JATOI

Nursery Shahrah e Faisal Karachi

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Objective;

- Seeking a challenger and progressive with an esteemed organization offering good future prospects and professional working environment

Personal Bio Data:

- Date of Birth: 19/07/1987
- Religion: Islam
- Nationality: Pakistani
- CNIC: 41504-03495813
- Gender: Male
- Marital Status: Married

Academic Qualification

- | | | |
|------------------|--------------------------|--|
| • Master | (Mathematics) | University of Sindh Jamshoro. |
| • Diploma | (Information Technology) | Danish Community College Bhatta. |
| • Intermediate | | Government Muslim Science College Hyderabad. |
| • Matriculation: | | Government Boys High School Jamshoro Colony. |

Professional Achievement.

Deputy Manager Finance & Accounts (Jan- 2022 to Continue)

Kingo Sea Food(Export-Import) Pvt, Korangi Industrial, Karachi.

- General accounting tasks, including reconciling and maintaining balance sheet accounts and general ledger operations, preparing journal entries, preparing monthly closing and financial reports, and preparing account/bank reconciliations.
- General ledger, Payroll and utilities, budgeting, cash forecasting.
- Revenue and expenditure, variance, analysis capital assets reconciliations trust account statement reconciliations, check runs fixed asset activity debt activity.
- Monitor and analyze accounting data and produce financial reports or statements
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- Establish and enforce proper accounting methods, policies and principles
- Coordinate and complete annual audits, Provide recommendations
- Assign projects and direct staff to ensure compliance and accuracy.

Sancura Pharma Pvt, Port Qasim Karachi.

Assistant Manager Accounts & Finance (NOV- 2017- Dec 2021)

- Manage and oversee the daily operations of the accounting department including:
- Month and end-year process, accounts payable/receivable cash receipts.
- General ledger, Payroll and utilities, budgeting, cash forecasting.
- Revenue and expenditure, variance, analysis capital assets reconciliations trust account
- statement reconciliations, check runs fixed asset activity debt activity.
- Monitor and analyze accounting data and produce financial reports or statements
- Establish and enforce proper accounting methods, policies and principles
- Coordinate and complete annual audits, Provide recommendations
- Assign projects and direct staff to ensure compliance and accuracy.
- Prepare cash budget, monthly fund requirements and manage company's working capital.

Fatah Textile Pvt, Hyderabad.

Senior Accounts & Finance Executive (Dec 2014- OCT- 2017)

- General accounting tasks, including reconciling and maintaining balance sheet accounts and general ledger operations, preparing journal entries, preparing monthly closing and financial reports, and preparing account/bank reconciliations;
- Perform finance analysis, reporting, and management tasks;
- Oversee the validation of transactions and verification of their overall impact on the general accounts;
- Review financial paperwork and procedures, provide recommendations and make necessary changes;
- Prepare and payments, bank transfers and do the bank transactions;
- Produce periodic financial reports and other financial documents for the management of the ASEAN

Novartis Pharma (Multinational)Pvt, Jamshoro

Accounts & Finance Officer (Feb 2010- Nov2012)

- Handle AR, AP and maintain ledger of all parties.
- Ensuring all payroll transactions are processed efficiently.
- Collecting, calculating, and entering data in order to maintain and update payroll information.
- Compiling summaries of earnings, taxes, deductions, leave, disability, and non-taxable wages and reporting.
- employer's social security, unemployment, and workers' compensation payments.

Computer Skills;

- MS Office, Excel, PowerPoint, MS Access, Data Entry, Windows XP,

Communication Skills:

- English Read write speak
- Urdu Read write Speak
- Sindhi Read write Speak

Reference;

- Will be furnished on demand.