

## MUHAMMAD KASHIF

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Marital Status: Married

DOB: 07<sup>th</sup> October 1974

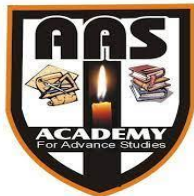


### EXPERIENCE

#### Core Competencies & Skills:

- Financial Management • Financial Analysis • Daily Cash Management • Forecasting Payment • Prepare Monthly Bank Reconciliations • Communication with Banks and Management • Liquidity Management • Manage Compliance With Debt Agreements • Inventory Management • Report Generation • Lean Methodologies • Financial Administration • Decision-Making • Research • Risk Mitigation • Payroll • A/R and A/P • General Ledger • Budgets • Forecasting • Audits • Fixed Assets • Accuracy • Procurement • Due diligence on Vendor Oversight • Communication.

#### •Accounts Manager at AAS Academy (A Project of Stylo Shoes) (Mar-2023 - Present)



#### Accounts:

- I am responsible for preparation of financial statements of following segments.
- AAS Academy
- AAS Caterers
- AAS Cattle Farm
- Supervision of Cash Inflow & Outflow
- Budgeting & Forecasting
- Ensuring Proper book keeping is performed.
- Supervising monthly and Yearly closing of Books of Accounts.

I am responsible for the purchase of AAS Catering & its smooth operations as well.

**2. General Manager Finance Mac & Rains Group of Companies (2007 – Dec 2022 )(One of the leading names in the healthcare sector of the country.)**

**Lahore, Pakistan**



- Prepare Balance Sheet, Statement of Shareholders' Equity, and Statement of Comprehensive Income.
- Prepare various financial footnotes and reports (Property, Plant, and Equipment, Repurchases of Ordinary Shares, Debt, AOCI, Additional Balance Sheet, etc.)
- Prepare revenue plan for the company on an annual and quarterly basis.
- Create monthly internal graphs for our CE, CFO, and other senior executives.
- Daily funds management.
- Forecasting payments.
- Prepare monthly bank reconciliations.
- Communication with Banks and Management.
- Liquidity Management
- Compliance with Debt Agreement.
- Perform the month-end closing process, including journal entries, balance sheet reconciliations, account analysis, and explanation of variances against budget.
- Correspondence with the bank relating to the letter of credit for import of raw materials, export sales & annual renewal of all credit facilities availed from banks.
- Develop custom financial reports ERP System on department requests.
- Collaborate with our internal and external auditors to resolve any queries that may arise during the audit or review Process.
- Performing Monthly tasks like sales tax return submission, Monthly stock-taking of raw materials, finished goods & packing materials.
- Prepare and analyze general monthly accruals, including both recurring and one-time operational expenses.
- Recorded daily bank transactions and reconciled daily cleared cheques.

**3. Accountant at Gulistan Spinning Mills Ltd (2001 TO APRIL 2007).**



- I was responsible for assisting in finalization of accounts.
- Supervision of daily book keeping matters.
- Preparing of sales tax return.

- **EDUCATION:**
- C.A. ARTICLESHIP FROM NOV. 1996 TO NOV. 2000
- BACHELOR OF COMMERCE 2-YEAR 1993-1994
- COMPUTER KNOWLEDGE: -
- Completed “Certified Computer Practical Hands-On Training (CCPT) specified by the Institute of Chartered Accountants of Pakistan:
- Microsoft Windows, Excel, Word, PowerPoint, Access, ERP System, Outlook Email Exchange etc.
- **CA Compulsory Articles at Rahim Iqbal Rafeeq & Co Chartered Accountants.(1996 to NOV-2000) (A QCR Rated Firm)**
- **ACCOMPLISHMENTS**
- I have worked extensively on assisting in carrying out audit engagement with risk-based audit methodology to various industries and sectors. Find below a comprehensive list of some of the companies I have audited.

<b>Olympia Power Generation (Pvt.) Ltd., Karachi</b>	Sales Tax Audit
<b>Ghani Glass Limited, Lahore</b>	Listed Annual Audit
<b>Leather Up Limited, Karachi</b>	Listed Annual Audit
<b>Dandot Cement Company Ltd., Dandot</b>	Listed Annual Audit
<b>English Leasing Ltd., Lahore</b>	Listed Annual Audit
<b>Shah Jewana Textile Mills Ltd., Lahore</b>	Annual Audit
<b>Prescon Concretes (Pvt.) Ltd., Lahore</b>	Annual Audit
<b>Packwell (Pvt.) Ltd., Lahore</b>	Annual Audit
<b>Publicis Pakistan (Pvt.) Ltd., Lahore</b>	Annual Audit
<b>Adamjee Insurance Company Limited, Lahore</b>	Special Audit
<b>Allied Bank of Pakistan Ltd., Karachi</b>	Annual, Prudential & Funds Audit
<b>Various Cooperative Housing Societies, Lahore</b>	Annual Audit