

# Muhammad Numan Sabir

ACCA-Member, M.Com, 6.5 Years' Experience

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## Objective

To employ my knowledge and experience with the intention of securing a professional career with opportunity for challenges and career advancement, while gaining knowledge of new skills and expertise.

## Core Skills

Preparation of all components of financial statements according to IAS and IFRS.  
Ratio analysis, horizontal and vertical analysis of financial statements.  
Review and evaluation of Internal Control system.  
Managing Accounts Receivable and Accounts Payable.  
Management reports, budgeting and variance analysis.  
Reconciliations.  
VAT Preparation  
Fixed Asset Management.  
MS Excel, MS Word and E-mail. (Proficient)  
Microsoft Dynamics Navision 2013 (Proficient)  
QuickBooks (Proficient)  
ORACLE Financials R12 (ERP) (Revenue & Receivable testing)  
Sidat Hyder Financials (ERP)  
Good knowledge of Computer hardware and software

## Work History

Assistant Manager Accounts - April 2016 to Present

### Metropolitan Solutions Pvt. LTD

A subsidiary of a US company 'Metropolitan Warehouse and Delivery Corp. – a logistics company that specialized in White Glove Delivery of furniture across the US market.

[www.metropolitanwarehouse.com](http://www.metropolitanwarehouse.com)

#### Key Responsibilities:

Prepare monthly, Quarterly and Yearly Financial Statement.  
Manage monthly closing process, including reconciliations and analysis of related accounts.  
Forecast cash flow positions, related borrowing needs, and available funds for investment.  
Analyze business operations, trends, costs, revenues, financial commitments, and obligations, to project future revenues and expenses to provide advice for actions.  
Prepare monthly analysis of operational expenses against prior year and budget, providing explanations and business solutions to help mitigate the risks.  
Prepare forms and manuals for accounting and bookkeeping personnel, and direct their work activities.  
Supervising both accounts payable and accounts receivable teams, reviewing their work and making recommendations for improvement and putting strong procedural controls.  
Work directly with CFO of the company for accurate recording and related information.  
Implemented, modify, and documented new accounting systems - Microsoft Dynamics Navision, making use of current computer technology.  
Solves problems related to Metropolitan Warehouse and delivery Corp.'s ERP (MS NAV 2013) and In-house developed software Pinnacle's integrity, performance, and capabilities and related integration activities.  
Other duties and projects as assigned.

Internal Auditor - April 2015 to Nov 2015

### **The First MicroFinanceBank Limited**

The First MicroFinanceBank Ltd is a banking and loan institution of Agha Khan Agency of Microfinance and operates in 11 countries, including Tajikistan, Afghanistan and Pakistan. The main activity of FMFB is to help the small traders to meet their day-to-day operational expenses.

<http://www.fmb.com.pk/en/>

#### Key Responsibilities:

Comprehensive periodic and surprise audits of Bank branches as per the agreed schedule and time.

Fraud investigation of Bank branches as and when required.

Identifying Non Performing Loans (NPL) and their reasoning as well.

Review accuracy and effectiveness of transactions, documents, records, reports and methods during audit assignments.

Efficiently implement audits, analyze audit results and highlight significant findings through adequate audit reports.

Collecting feedback from the management regarding observations reported to Audit Committee.

Assisting in implementation of policies and procedures as per the Bank's SOP's and State Bank's Prudential Regulations.

Review of financial and operational information to check information system integrity.

Ensuring completeness, accuracy and updated working papers.

Drafting initial Audit Observation Report and finalization after resolving management queries.

Accounts Executive - July 2013 to April 2015

### **Medical Transcription Billing Corporation (MTBC) US based**

MTBC, Medical Transcription Billing, Corp., is a publicly traded healthcare IT company that provides electronic health record software and technology-based medical billing, transcription and practice management services to healthcare providers in the United States.

<http://www.mtbc.com>

#### Key Responsibilities:

Preparing Financial Statements and management reports.

Preparing and review of Budgets for Revenue and Expenses to ensure their reasonableness and are not materially different.

Coordinate quarterly reviews and annual statutory audits with Deloitte (USA) and Rosenberg Rich Baker Berman & Company (USA).

Assisting ORACLE Financial Consultancy team at development and implementation stage

Review of accounting/general entries to ensure transactions are recorded properly in their respective ledgers/accounts.

Managing and preparing receivables aging reports to identify and report material and long outstanding to the receivables collection team.

Managing payables by keeping payable track sheet up to date for prompt payment to the vendors/suppliers.

Reviewing Bank reconciliations.

Preparation of Quarterly Cash Flow Statements.

Reviewing of Intangible Amortization Schedule.

Reviewing of Prepaid Amortization Schedule.

Reviewing of Monthly Accruals.

Other responsibilities/tasks as assigned.

Audit Officer - From Feb 2011 to March 2013

**Nasir Absar & Co, Islamabad, Pakistan (Audit Firm)**

Nasir Absar & Co. is independently owned and managed firm of Consultants in Pakistan. It provides range of services including Audit and Assurance, Tax services, Book Keeping and Corporate Services. [Nasirabsar.com](http://Nasirabsar.com)

**Key Responsibilities:**

- Understanding the business cycles, internal controls system and identification of significant risk areas.
- Identification of internal control weaknesses and giving recommendations in line with best practices.
- Reviewing compliance with Standard Operating Procedures.
- Successful and timely completion of audit work.
- Ensuring completeness, accuracy and updated working papers.
- Preparing detailed monthly and quarterly audit findings reports.
- Preparing Budget Variance report.
- Planning observation of physical stock count and review thereof.

**Special Assignment**

- Conducted Physical verification of Fixed Assets at multiple locations.
- Performed identification & tagging of all assets.
- Reconciled results with Fixed Assets Register & book record.
- Discrepancy resolution and updating in ERP.

**Achievement / Education**

ACCA – Qualified	Association of Chartered Certified Accountant (UK)
M.Com	Higher Education Commission (Pakistan)
Higher Secondary School Certificate	Hazara Public School & College (BISE Abbottabad)
Secondary School Certificate	Working Folks Grammar School (BISE Abbottabad)

**Certificates / Rewards**

Presentation Skills Training Certificate	SKANS School of Accountancy
Certificate of Computer Practical Training	SKANS School of Accountancy

**Languages**

English -	Proficient
Urdu -	Proficient

Reference shall be furnished upon request