**MUHAMMAD JAVED **

**Javedjamal\_fin@yahoo.com**

**Mobile#0343 7468554**

**Objective**  To grow with a promising organization to highest potential in the

disciplines of accountancy, management and finance.

**Key professional skills**

* Tactical Financial Planning Budgeting and Forecasting
* Finance Reporting Cost control and Profit management
* Audit management Leadership And Supervision
* Payroll Management Bank negotiations And relations
* Handling VAT Cash flow management
* Accounts Management using Xero,Zoho, Focus,Tally And Quick books

**Career Snapshot**

**Accounts/Management Consultant**

**MJ Consulting (Jan2019 To Till date)**

**Pakistan**

* Managing accounts of different companies from small to large.
* Implementation of accounting/corporate system.
* Implementation of business software solutions.
* Financial analysis of investments
* Business planning
* Feasibility studies
* Financial modeling
* HR/Staff recruitment

**Finance Team Leader**

**Al Masaood Oil & Gas (From 2008-2017)**

**UAE**

* Manage the financial budget, planning and analysis required for strategic purpose.
* Preparation of annual /monthly financial statements/profit & loss accounts.
* Monitor and coordination of all accounting activities.
* Carried out review of financing made by the banks as per the requirements of prudential regulations.
* Supervising inventory department to make sure that all the received and issuance has recorded properly.
* Managing monthly payroll as per WPS requirements for more than 500 employees.
* Managing staff benefits ( leave pay, leave ticket and indemnity)
* Managing and preparing schedules for prepayments and accruals.
* Posting monthly journal vouchers for staff benefits, prepayments and accruals.
* Managing accounts payable including foreign and local suppliers.
* Preparing and analyzing monthly aging for all suppliers
* Liaising with banks for currency exchange rates to save our cost and increase profit.
* Managing accounts receivable including foreign and local customers.
* Preparing analyzing monthly aging for all customers.
* Preparing intercompany reconciliations by coordinating with different branch accountants.
* Liaising with internal and external auditors.
* Managing all bank documents.

**Accounts Consultant**

**Sun Management consultants (2007-2008)**

* Maintaining accounts of several companies from small to multimillion companies
* Clients are in different industries like real estate, trading, contracting, and mobile, electronics, shipping, construction and manufacturing.
* Working experience in Tally, Peach tree, Quick books soft ware besides some in house soft wares.
* Working experience in ERP in real estate and mobile company.
* Working experience with different nationalities.

**Junior Auditor**

**Qadeer and Company, Chartered Accountants (2006-2007)**

* Planning, execution and completion of various audit assignments as junior auditors
* Have the knowledge of incorporation and registration of companies
* Filing of statutory returns
* Performed the audit of a rice mill and a steel mill as an audit junior

# **EDUCATION**

**Professional**

* ACCA (UK) Finalist

(Association of Chartered Certified Accountants)

* Diploma in computerized accounting

Qualification include financial Accounting, cost accounting, IT, Tax and

Management accounting and Auditing

**Academic**

B.Sc Punjab University

## Computer

Able to:

* Work in Ms word and Excel
* Operate accounting software

(Tally, Peach Tree, Quick books, Focus)

**Interests** Reading books, Current Affairs

Watching movies and Cricket matches

## Personal Details

Father’s Name: Fiaz Ali

Date of Birth: August 08,1982

NIC No: 38201-1170374-5

Passport No: AS8673743

Cell No: +92 343 7468554

Nationality: Pakistani

Gender : Male

Marital Status: Married

UAE driving license Yes

Availability: Immediate

**Note:** References are available on request.