

Muhammad Yasir

Al Hasa Dhahran Street Saudi Arabia

Visa Status # Transferable Iqama

SOCPA Status # Certified

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Career Objective

Seeking a career job that offers me the opportunity to grow, learn in motivating and competitive environment.

Professional Experience

(4 years)

ACCOUNTS PA/RA & VAT

Sept-2018 to March-2022

Company Profile

Opal Opal Laborites Ltd is Pharmaceutical and Nutraceutical Plant Suited at Karachi Pakistan.

Responsibilities

- Prepare & examine, Sales analyze of Company Products Monthly.
- Making the Purchased Order of Stocks Monthly bases.
- The Purchased Order of Stocks Monthly bases.
- Making the Payments reports to insure payments of all distributions of the Company as per SOPs.
- Stock Reconciliation Statement Inward & Outward Statement
- Distributions Reconciliation Statement with head office.
- Managing the Ledger of Vendors s, record of Sales and Purchased transactions.
- Making the monthly Claims against stock Breakage or expiry.
- Making the monthly Claims against sales stock discount amount.
- Managing the Sales of Company as per monthly company Target.
- Establish tables of working procedure of company with team achievement and goals of sales.
- Develop, maintain, modify, and document recordkeeping and accounting systems, making use of current computer technology.
- Prepare the Sales records of company Areas wise and products wise.
- Provide internal and external auditing services for busies and individuals yearly bases in relevant areas.
- Bank Reconciliation Statements of head.
- Verify, allocate, post and reconcile monthly Stock Summary.
- Making the monthly MR incentive of Employee.
- Provide technical support and advice on management
- Review and recommend modification Customers investments.
- Managing all sales invoices records
- Support month and review staff s' work.
- Dealing with any queries from auditors.

Professional Experience

(3 Years 7 Months)

Nishat Mills Ltd Pakistan NDF Unit # 35 Lahore. (Textile Combined unit)

ACCOUNTS PAYABLE

Jan-2015 to Aug 2018

Company Profile

Company is Pakistan largest Textile manufacturing of Combined unit at Lahore the Project Nishat Group.

Responsibilities

- Making the Daily purchase order of Grey Purchase as per in ERP.
- Preparing the Demand of Fabric as per Export marketing Requirements as per SOP Stands.
- Managing the Daily Stock Delivered Reports as per PO of Vendors.
- Make Sure the sample Stock Receiving on daily bases
- Matches invoices received with delivery notes and/or purchase Orders
- Checks that the detail on the invoices corresponds with that on the delivery notes / or purchase orders.
- Checks that the receiver's stamp and endorsement appears on All receiving documents of good received through the goods Receiving pay.
- Checks that the department heads concerned signs all invoices for services or goods received direct.
- Promptly resolves all disputes with Purchasing & Suppliers
- Performs clerical checks on all invoices indicating on the Invoices that this has been done.
- Prepares checks according to the payment schedule agreed Between Financial Controller, Purchasing and the Supplier.
- At month end balances voucher register and disbursement.
- Prepares trial balance of unpaid vouchers which balances with General ledger.
- Maintains all supporting schedules on a current basis.
- Bulk stock as received as PO Orders Daily Basis
- Managing the Bidding reports of B grade sale Grey Fabric & all kind of complains from Bleaching and payments schedule
- Maintaining the Ledgers of accounts payable
- Making the daily consumption reports of fabrics issued to Processing Units in ERP System.
- Managing the Complains from Bleaching and solve as per Fabric Possessing according SOP
- Preparing the Summary of mending Fabric payments to Vendors.
- Making the monthly price rate in of grey Fabric of market as per requirements to Insure Orders.
- Insuring the damages fabric to suppliers against payments adjustments.

Professional Experience

(3 Years)

Suak Enterprise Pvt Ltd. **(Home Textile Manufacturer)**

Account Officer

Sep-2011 to Dec 2014

Company Profile

Company is related to Manufacturing of Home Textile for Export Marketing.

Responsibilities

- Making the Daily bases Petty Cash Summary Ledger
- Preparing the Purchas orders of General Items
- Making the Daily base payroll information by collecting time and attendance records to Head Office.
- Submits employee data of new hiring and Leaving at factory to the Head office on monthly bases data.
- Maintains quality service by following organization standards.
- Managing the monthly salary to staff of permanent and contract
- Making the packing list of Fished Stock as per Shipment for Exports
- Making the salary of all staff payments monthly bases
- Prepping the Loans Deductions of salary Staff.
- Preparing the Accounts Ledger of Accounts payable and Receivable.
- Bank Reconciliation Statement with head office
- Managing the all of Admin work at factory.
- Provide all the Expenses Summary for month.
- Making the Stock summary Reports of General Store and Fabric ware House.
- Managing the Audit Reports of Monthly and Annually bases
- the monthly salary to staff of permanent and
- Making the packing list of Fished Stock as per Shipment for export
- Arranging the Bidding of Scrap Stock as per End of Six Months.
- Managing the Vehicles Repairing maintained Summary Monthly bases.
- Maintains good relations with Food & Beverages Controller, General Stores, Receiving, Purchasing and Department Heads in Order to ensure correct cost classification, promote resolution of disputed items, approvals of invoices and timely expedition of Suppliers payments.

Professional Experience (4 Years)

Baber Medicine Company Pvt Ltd. (Sales Distributors)

Pay Roll & Purchaser

June-2006 to Aug 2011

Company Profile

Company is biggest Medicines Distributors of Lahore.

Responsibilities

- To provide operational HR support on a day to day basis.
- Managing Employee Personnel File, ensuring it is organize and up to date & Attendance
- Prepare reports, statistics and other correspondence under the direction of the HR Manager
- Provides advice to HODs on identifying and solving HR related issues and Personnel legal
- Arrange necessary documentation for exit employees such as final settlements including vacation, ticketing salaries, etc., and final checking of entitlements etc.
- Managing the daily Mess of Company to insure the staff Satisfaction
- Managing all the labor works and Electrical works in of Company
- Managing the yearly base increment list of staff as Company Policy and annual hajj drafting.
- Making detailed notes during multiple interviews hiring reports of all departments staff

Formal Education

Master in Business Administration. (Finance) 2017
COL MBA Program of Canada AIOU Islamabad

Bachelor in commerce (IT & Accounting) 2005
Punjab University Lahore.

FSC (Non-Medical) 2002
Government Degree College Bhakkar.

Technical Skills

- Microsoft Word, Excel, Access, PowerPoint,
- Outlook Express
- Microsoft window and Microsoft Office
- ERP, Oracle, BIPC

