**Muhammad Asif Manzoor**

08-11Al-Nahada,Royal Commission, PO Box 31387, Yanbu Industrial City, Saudi Arabia

Mobile: (+966) 535847500

Email: maasifstar@gmail.com

**Career Summary**

**Result Oriented| Integrity |Team Player**

Double Master Degrees in Finance &Accounting and Economicseighteen years qualification from University of the Punjab, Pakistanwith more than 10 years of professional valuable experience in well reputed **organizations and University Colleges** enable me:-

* To work effectively with diverse groups, creating an environment of mutual respect, identify and address the information needs by achieving **excellent team relationship**
* To be a motivated and dedicated individual who thrives on challenging goals, possessing strong **organizational**, **teambuilding,leadership, analytical** and **communication** skills sets
* To be flexible, **open-minded** and comfortable with multi tasks and ability to proactively assist in planning to avoid problems

**AREAS OF EXPERTISE**

Financial expertise, Accountancy & control, Internal audit, Budgeting and Economics, teaching & Training, communication skills, working under pressure, flexible and adaptable, problem solving, Administration & Organization Skills, Motivational Skills

**EDUCATIONAL DEVELOPMENT**

**Currently, I am pursuing Professional Certification of USA, CMA-USA**

**(Certified Management Accountant from Institute of Management Accountants -USA)**

**EDUCATIONAL ACHIEVEMENTS**

**1999-2001 Master of Commerce (Finance & Accounting)**

**University of the Punjab, Pakistan** [www.pu.edu.pk](http://www.pu.edu.pk)

**Major Subjects:**Industrial Accounting, Financial Accounting, Business Finance, , International Finance,
 Financial Statement Analysis, Investment and security Analysis, Business Administration, Public Finance, Financial Policies and Problems, InternationalTrade and Exchange,Statistical Analysis of Business, Computer Applications in Business, Industrial Management

**2001-2003 Master of Economics**

**University of the Punjab Lahore Pakistan** [www.pu.edu.pk](http://www.pu.edu.pk)

**Major Subjects:**Statistical Economics, Islamic Economics, Monetary Economics, Micro Economics,

Economic Development,Macro Economics,

**1997-1999 Bachelor of Commerce**

From Hailey College of Commerce, Pakistan [www.hcc.edu.pk](http://www.hcc.edu.pk)

 **University of the Punjab, Lahore Pakistan**

**Major Subjects:** Advanced Accounting, Cost Accounting, Financial Accounting, Auditing, Mercantile Law,

 Business Taxation, Money Banking & Finance, Introduction to Business Organizations, Economics

**1999 Diploma in Spreadsheet Management**

**University of the Punjab, Pakistan** [www.pu.edu.pk](http://www.pu.edu.pk)

**Professional profile**

**Al-alamya Group (August 2018 to Present)**

I am working as an accountant operationAl in o&m Telecom Project since August, 2018 in Yanbu Royal Commission KSA

**Yanbu University college, Yanbu KSA** March 2013 to June 2013

(Contractual Based Job)

(Office Secretary to Deputy Managing Director Planning & Development)

I performed the following duties.

**Continuing Education Program:-**

* Performed duties as an Accountant in Continuing Education Program
* Check and verify all fees received from students through Bank Statement
* Check and process pay-in-slips for approval for the payments to concerned faculty member.
* Prepare and process all financial documents regarding payments & receipts for continuing education program.
* Prepare Bank Reconciliation statements on fortnightly and monthly basis.

**Quality Assurance Department:-**

* Documenting the data related to QA
* Remained as an active member in QAEC committee.
* Follow up and compiled the Weekly activities/reports received from Heads of all sub-departments under Planning and Development Department and sent to MD Office.
* Follow up for compliance by the contractor for YUC facilities management.
* Documenting checklists for YUC facilities management on daily, weekly, monthly, quarterly, semi-annually, annually and when and as required basis.

**Tehseeb establishment, Yanbu, KSA** September 2012 to March 2013

**Finance Officer (Contracted Employee)**

Administer and monitor the financial system in order to ensure that the finances are maintained in accurate and timely manner.

Main Activities:

* Assist with preparation of the budget, Implement financial policies and procedures, reconcile the general ledgers, Prepare and reconcile the general Bank Statements, Establish and maintain Supplier Accounts, Ensure data is entered into the system, and Ensure transactions are properly recorded and entered into the computerized Accounting system
* Prepare Income Statements, Prepare Balance Sheets, Assist with annual Audits, Maintain financial files and records
* Administer employee files and records in order to ensure accurate payments of benefit and allowances.
* Administer employment agreements
* Maintain the leave management system, Supervise completion of the payroll, Review payroll reports, Review remittances
* Manage the repair and maintenance of office equipment
* Maintain insurance coverage

**YANBU INDUSTRIAL COLLEGE, SAUDI ARABIA** [www.yic.edu.sa](http://www.yic.edu.sa) (2010–2011)

ADMINISTRATIVE WORK (CONTRACTUAL POSITION)

* Worked on ABET (Accreditation of Bachelors of Engineering & Technology) for Electrical & Electronic Engineering Technology Department (EEET) at YIC
* Organized the Departmental level works regarding course specifications and reports, official documentations
* Assisting the EEET department council meetings for The HOD while preparing the meeting agendas, meeting minutes.
* Also worked as a supporting colleague in various Library and Research tasks in Instructional Support Services Department (ISS) Library-YIC
* Worked as Department Council Secretary and responsible for recording of all DC’s minutes of meeting.
* Worked with HoD QAAD for College Council meeting’s minutes etc.

**Minhaj University, Pakistan**  [www.mul.edu.pk](http://www.mul.edu.pk) (2008-2009)

**Lecturer (Visiting Faculty)**

Courses Taught to Graduate & Undergraduate Programs

(MBA, BBA, and B.Com Programs)

* Financial Accounting
* Principles of Accounting
* Macro & Micro Economics

**Punjab Rural Support Program, Pakistan** [www.prsp.org.pk](http://www.prsp.org.pk) (2008-2009)

**Finance Officer**

Supervised the team of 8 professionals and was responsible for overall finance and administration, development and acquisition of collection of financial statements & reports; Reconciliation of Bank Accounts, and inter-company accounts, Processing monthly payroll, incentive and deductions for employees, Statutory declarations and submission of returns, Month-end and year-end closing of accounts, Follow up on all payment transactions, Process payment vouchers, Prepare Trial Balance, Ensure also that daily cash receipts are promptly deposited in due course, Monitor the cash withdrawn & deposits, Review contract costs and bills, Reviews and maintains all financial functions, including the forecasting and modeling, budgeting, managing cash-flows, monitoring and reporting components, Purchase the capital machineries and facilities requirements, Direct and reconcile financial and accounting information and records to ensure the accuracy and completeness of financial operations throughout the project, Monitor the capital and operating actual expenses against budget to ensure that it is in line with company’s strategies, Monitor and controls cash, payable vouchers and insurance companies, Assist in internal audit & external audit.

**Punjab Rural Support Program, Pakistan** [www.prsp.org.pk](http://www.prsp.org.pk)(2006-2008)

**Internal Audit Officer**

Responsible to perform the following duties/assignments:

**Cash Account**

* Counting of Cash in Chest.
* Linkage of receipts and issue transactions in cash books along with receipt books, advices for transfer of funds, paid vouchers, cheque books of detailed month and general scrutiny of the reaming months.
* Checking of Bank Reconciliation Statements along with bank statements, cheque books and paying-in-slips of detailed month and general scrutiny of remaining months.

**Purchase Accounts:** To see that financial powers have not been abused, Monthly/Annual/Item-wise limits, where fixed, have not been exceeded.

**Work Accounts:**Scrutiny of analysis of works.

**Store Accounts:** Receipt Transactions**:** Test analysis of detailed month’s transactions of detailed month and general scrutiny of remaining months.Issue Transactions:Test check of issue transactions of detailed month and general scrutiny of remaining months.

**Accounts:**To carry out review of Cash Books/Ledgers and Trial Balance.

**Settlement of Old Objections:**Verification of re-audit remarks of notes settled pending verification in respect of Summaries only.

**Current Internal Audit Report:**To discuss internal audit report with the head of office.

**Lecturer – Accounting & Economics (Full Time) (2001--2006)**

Lahore College of Commerce (Affiliated to University of the Punjab)[www.pu.edu.pk](http://www.pu.edu.pk)

Implement instructional activities that contribute to a climate where students are actively engaged in meaningful learning experiences, Communicate effectively, both orally and in writing, with students, and other professionals on a regular basis, Collaborate with peers to enhance the instructional environment, Demonstrate e-content on-line, Participate in training and presentations about online teaching, Meet professional obligations through efficient work habits such as: meeting deadlines, honoring schedules, coordinating, Maintain a teaching assignment for each module, Instruct the assigned course(s) in accordance with the approved curriculum, Ensure that the quality and quantity of instruction provided in the classroom is consistent with the stated objectives. Maintain a daily record of student attendance and grades, assessment criteria in accordance with institution policy.

**Courses Taught**

* Financial Accounting
* Cost Accounting
* Advanced Accounting
* Industrial Accounting
* Introduction to Economics
* Economics (Micro &Macro)
* Money, Banking & Finance
* Business Management
* Financial Reporting (Accounting Specialization)

**Computer &FinancialsSkills**

⚫Proficient in MS Office(Word, Excel, PowerPoint)

⚫ Good knowledge of Oracle based ERP System

⚫Electronic approach in teaching

⚫Tally ERP System

⚫ Skillful in the use of Internet & its browsing

⚫Knowledgeable in statistical techniques

⚫User of Oracle Financial Information System

⚫Financial communication & Report Writing

⚫Financial Statement Analysis

⚫Internal Audit Reports

**Personal Information:**

**Name: Muhammad Asif Manzoor**

**Father’s Name: Manzoor Ahmed**

**Date of Birth: November 19, 1978**

**Nationality: Pakistani**

**Passport No: AS0718452**

**DRIVING LICENSE: SAUDI ARABIA VALID UPTO 2020**

**References**

**Dr. Mohammed Al Asiri**

Ex- Deputy Director Planning & Development

Royal Commission for Jubail & Yanbu

**Email:** **mohdasiri@yic.edu.sa**

**mohdasiri@gmail.com**

Mobile: +966-566224050

**Prof. Dr. Liyquat Ali**

Registrar – University of the Punjab Lahore Pakistan

Ex- Dean & Principal of Management Sciences

University of the Punjab, Pakistan

Email: registrar@pu.edu.pk

Website: [www.hcc.edu.pk](http://www.hcc.edu.pk), [www.pu.edu.pk](http://www.pu.edu.pk)

Phone: 0092 42-99231102, Fax: 0092 42-99231103