

MEHJABEEN ALVI

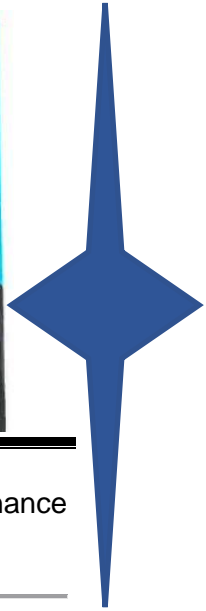
Professional Resume'

22nd Jan 1979

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Objective: To bring out the best from my capabilities and learn to the maximum by working in Finance /Accounts and Audit

Résumé Summary:

Skills: **Strong Theoretical / Excel Based Grip on Application of IFRS / IAS (SOFP)**
ADVANCE EXCEL (VLookup / HLookUp, Consolidation / Formatting/ Data Table, PIVOT TABLE FINANCIALS PREPARATION) **Knowledge Of SAUDI VAT RETURN Filing**
Knowledge / Working on QUICKBOOKS DESKTOP 30 DAYS TRIAL VERSION
Knowledge of TALLY ERP 9.0 **Hands on Practice in SAP FICO** **Good Excel / MS Word/ Powerpoint** **Time Management** **Excellent ENGLISH SPEAKING / EXCELLENT READING/ EXCELLENT WRITING ENGLISH** **Good ARABIC Reading /Speaking / Excellent URDU Speaking/ Reading / Writing**

Certification Status:

1-Temporary Accounting Technician Certificate (From Saudi Organization of Certified Public Accountants) (SOCPA) : October 2020

2-HEC Certificate of Masters Equivalence: January 2018

As per Higher Education Certificate of Pakistan ACMA is equivalent to Master Degree

3- ACMA Associate Member Certificate (From ICMA: Institute Of Cost And Management Accountants :Membership year: March 2011

4- CIMA ADV DIP (MA) CertificateManagement Accountant Gateway Passed: Jan-2015
Student : CIMA(UK):..... Strategic Level

Current: Diploma in International Financial Reporting Standards
Student : ACCA UK (In process.....)

**Certificate courses of Advance Excel & SAP FICO Track
(October 2016 : In process.....)**

Diploma in Computer Science year 2000

Work experience	<u>Duration</u>	<u>Organization</u>
	10 Jun-09 to 24-Dec-14	Pakistan Petroleum Ltd as Finance Executive (JG-6)
	02 Jun-08 to 14 Apr-09	House of Habib-Shabbir Tiles & Ceramics Ltd. as Dy. Manager Payable / payroll
	05 Jul-06 to 31 Mar-08	Fedex-Gerrys' Int'l (Pvt) Ltd as Finance Analyst

Work experience Detail

Organization : Pakistan Petroleum Limited
 Designation : Deputy Accountant (JG-6)
 Tenure : 10 Jun-09 to 24-Dec-14
 Location : PIDC House ,Zia Uddin Ahmed Road ,Karachi
 Area(s) of Experience : Foreign purchases of material & services obtained
 Reporting to : Accountant & Senior Manager Finance

Responsibility : To manage store accounting LCs' & payments pertaining to procurement
 of foreign purchases of material & services

Brief Job Description :

- **Vendor Creation and clearing ,Processing IR of GRNs:** To check/ manage vendor accounts /Material accounts pertaining to foreign stores into SAP system
- **Posting of payment vouchers and JVs:** To record all of the advices of bank charges , commission of established/retired LCs and material stock purchase charges
 LD., Monthly adjustments of Capital Work in process (CWIP) ,Monthly adjustment of Marine insurance premium of Material , Clearing of vendors, Shipment effective but material not received and **to make Bank Reconciliation statements** and to make **Foreign inventory Reconciliation** schedules etc
- **To manage MM –module (Monthly Closing)/Reconciliations of FST account**
 : To be responsible for processing of IRs of processed GRNs of Purchase orders foreign material of PPL and all Joint Venture areas /**Closing process of MM module (stock of PPL)**

- **MIS Reports Preparation in Excel and Word:** To provide Stock position location wise , foreign stock in transit schedules , Capital commitment details ,Shipment effective but material not received schedules to be included in Notes to the accounts of Financial Statements in quarterly ,Half yearly and annual Closings and to **prepare Audit Schedules**
- **To process payment Letters to Banks and Correspondence to Banks**
vendors of foreign stock through banks thereby making payments in **wire transfers** and **Cheques of payments**
- **Variance calculation of Stock**
To prepare Stock position location wise and to **calculate variances in stock** on it for onward submission to managers for their meetings and
To be responsible for providing reasons on queries raised by GMF after closing related to foreign stock area
- **To take quotations from different banks** for allocating LC business of PPL for imported material and to analyze their order of ranking in quotations and their service level during the year to be presented to manager and the General Manager of Finance for final approval.
- **Audit Participation:** To assist in quarterly, Half Yearly and annual audits of PPL and Joint venture areas pertaining to foreign stores & to participate in physical verification & to provide stock sheets to audit teams comprising of internal and external auditors for annual physical audits.
- **To process LC establishing letters** of PPL bankers of foreign vendors for purchase of foreign material , Payment requests to bank ,acceptance/ rejection of discrepancies ,amendments ,payments via wire transfers etc
- **To follow up the above letters with PPL bankers** & provide related documents of (LC ,amendments, discrepancy raised , retired documents of LC , airway bill & Bill of Lading endorsements to material department of PPL.

Organization : House of Habib-Shabbir Tiles & Ceramics Limited
 Organization Type : Tile Manufacturer Cum importer & exporter of Allied building material Products
 Designation : Deputy Manager
 Tenure : 10 Jun-08 to 14 Apr-09
 Location : Landhi ,Karachi
 Area(s) of Experience : Finance & Accounting
 Reporting to : CFO
 Responsibility : Management of account payable & payroll

Brief Job Description :

- **To make payroll of staff** (sometimes) & check payroll sheet of staff made by HR & to process it by making payment vouchers & after signing of it assist in crediting it to staff accounts in Habib Metropolitan Bank and to **make Cheques for payment**
- **Payment Vouchers and JVS** :To check payroll sheet of workers made by Admin & to process it by making payment vouchers for GBS & SAP system..
- **MIS Reports** :To segregate pay register in selling ,manufacturing ,admin& project staffs by making sheets & then to post JVs' of salary thereby expense out it in proper

heads of accounts namely basic ,conveyance , H rent, SSA, ASA etc. together with recording of with holding tax deduction on salary & provident fund on salary for GBS system & SAP as well.

- **Withholding Tax Deduction ,Payment and Tax Schedule Filing to FBR :**To ensure timely payments of with holding tax deductions on salary by making cheque after signing of it to make challan & finally to send statement of monthly & annual tax deduction on salary to Ford Rhodes i.e to tax advisor of Shabbir Tiles for forwarding to FBR.
- **Reconciliation of Ledger Accounts**
To calculate & maintain sheets of tax liability on salary income of all staff of the company & to reconcile ledger accounts...
- **Bank Correspondence**
To ensure timely payments of provident fund contribution of workers & company on monthly basis to HMBL..
- To check overtime sheets of workers fortnightly & make payment vouchers for distribution on 10th & 25th of the month..
- To process loan & advances against salary applications & to verify & check monthly deductions of loan & advances of workers & staff ..
- To maintain provident fund detail sheet ,to verify PF balances on loan applications & to process provident fund withdraw applications.
- To check payment vouchers made for supplier of services & goods before signing.
- To make full & final settlements of staffs & workers for their salary & wages,bonuses ,leave encashment ,provident fund.
- To do coding on monthly payments of EOBI, SESSI made by HR and Admin.

Organization : Fedex-Gerrys' Int'l (Pvt) Ltd.
 Organizattion Type: : Courier & Visa Processing network
 Designation: : Finance Analyst
 Tenure : 05 July-06 to 31 Mar-08
 Location : Karachi, Pakistan
 Area(s) of Experience : Finance & Accounting , Financial Analysis
 Reporting to : Deputy General Manager Finance & Manager Accounts
 Responsibility : Management Reporting , Financial Analysis , work on closing etc.

Brief Job Description

- **Calculation of Budgetd Cost , Budgeted Sales and Bugeted Profit and their Variances from actual Cost ,actual Sales and actual Profit**
- **MIS Reports :**To write analytical reports on all revenue heads of Air Express division for management meeting reports to be presented to directors in Gerry's Int'l (Pvt) Ltd. By DGM Finance e.g
 - ◆ Monthly Finance review & analysis
 - ◆ Credit recovery analysis
 - ◆ Business review & analysis
 - ◆ Nature & accounting treatment of accounts established for Royal Express

- **Posting of JVS:** To participate actively in monthly closing & in preparation of financial statements by passing adjustment of prepayments , deferred cost ,depreciation ,routine JVs, posting of direct cost of Fedex , transfer of revenues & bad debts etc
- **One Off Assignments:**To make advance settlement JVs' & advance payment details & one off assignments like to develop chart of accounts for new business & to transfer advances from old oracle form of Fedex to new oracle form of UK visa.
- To **prepare Profit and Loss Statement of Various WSCs of Fedex** situated in different location in Karachi
- **To make presentation on power point** for DGM Finance for annual conference.
- To work on different excel reports like to make situation report each month consisting of revenue generated from all revenue heads of Fedex Air Express for the month & consolidated reports
- **To make payment vouchers & cheques** of the following description
 - ◆ Operational payments for Line Haul & custom clearance e.g
 1. Saeed Enterprise
 2. Aries Logistics
 3. Cargo Aids
 - ◆ Non operational payments
 - 1 .Visa Staff
 - 2 .Couriers
- **Rental Details and Contracts**
- To keep & manage countrywide rent agreements & to make timely payments of all rents on the following basis
 - 1-Monthly
 - 2-Quarterly
 - 3-Half yearly
 - 4-Yearly
- To make salaries of probationary staff of all locations
- To make monthly payments of EOBI , SESSI & PESSI of all stations

Professional Certification & Academic Education

Sr.	Certification / Degree	Institution	Specialization / Major	PassingYear
1	CIMA ADV DIP (MA)	CIMA UK	Operational Management ,Financial Management Enterprize Management	2015
2	ACMA	ICMAP	Management Accounting	2011

**Academic
Education
& Others**

1	<u>Graduation</u>	<u>University Of Karachi</u>	<u>(First Divison: Year:1999)</u>
2	<u>H.S.C</u>	<u>P.E.C.H.S College</u>	<u>(First Divison :Year 1996)</u>
2	<u>Certificate Information Technology</u>	<u>New Institute Of Data Processing</u>	<u>(Year 2000)</u>

Computer Skills & Other Abilities

Sr.	Skills & Abilities	Proficiency Level	Last Used / Practiced
1	MS Word	Good	Currently Using
2	MS Excel	Good	Currently Using
3	Outlook	Excellent	2014
4	Internet & E-mail	Excellent	Currently Using

Professional Development

Sr.	Workshops / Short Courses / Seminars	Year
1	SAP CO Track- LEVEL 2..... ..3 Days Practical Training from ICMAP	Jan-2017
2	SAP FICO Track- LEVEL 1.....3 Days Practical Trainig from ICMAP	Oct-2016
3	Short Course on Accounting Dashboards based on Trial Balance.....2 Day from ICMAP	2016
4	Workshop on structure and contents of Audit working paper file..1 Day from ICMAP	2016
5	Workshop on Effective Delegation skills1 Day from PSTD	2014
6	Workshops on goal setting & work planning..... .2 Day from PSTD	2011
7	Short course on Advance Excel.....1 week from ICMAP	2010
8	Workshop on high impact communication skills.....2 Day from PSTD	2010
9	Income tax deduction on salary2 Days workshop from NIU	2008