

Contact Information

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Skills

- ERP, Peachtree
- MS Excel, Word, powerpoint
- Command on preparing complete financial statements of the company
- Budget & Forecasting Financial Analysis Reports Tax Returns
- (Zakkah & VAT) Guidance for complete accounting structure of the company
- Leadership
- Dedicated, Hard Worker & Self Motivated
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Languages

English

Advanced

Arabic

Intermediate

Urdu

Mother Tongue

ARSHAD MAHMOOD



To work for an Organization where I could find an opportunity to exercise innovative, creative work in the field of Accounting & Finance to develop and enhance both organizational & professional goals.

Experience

Raheed Trading ● Accounts & Finance Supervisor

Company

Jeddah

April-2009

Currently

- Prepares & finalizes the monthly, quarterly, half yearly & yearly financial statements of the company (Trial Balance, Income Statement (Cost Centres / Branch Wise & Consolidated), Balance Sheet.
- Check the accuracy of daily transactions data postings in ERP
- Reconciliations, Update all related Schedules, allocations of related expenses, depreciation schedule, fixed assets register & other related reports.
- Financial Analysis Reports (Cash flow, Ratio Analysis, Financial Performance Reports), Forecast Reports, Budgets, Variance Analysis.
- Currently working in ERP software, have previously used Peachtree
- Command on working MS Excel sheets & Word. Works as per GAAP (Generally acceptable accounting Principles) & IFRS standards
- Co-ordinate with the team of external auditors in order to finalize the annual audit and filling of Zakkah return.
- Complete knowledge of preparing of VAT returns and currently preparing and filling quarterly returns of the Company
- Prepare employees HR related files, make monthly salary/payroll sheet (as per consideration of Saudi labour law), and upload WPS file in bank for payments, Also upload WPS (wages protection system) files in Ministry of labour website.

Shams Textile Mills ● Senior Accountant

Ltd

Lahore

December-2005

March-2009

Preparation of Financial Statements, Complete postings of daily transactions in ERP and verify the accuracy, Reconciliations, Stock Taking, Monthly Sales Tax returns filling, Co ordinate with the team of auditors and finalize audit.

Fortune Fibres ● Accounts Officer

Lahore

September-1999

September-2005

- Preparation of monthly quarterly & annually financial statements of the firm
- Preparation of funds flow statement, statements showing budgeted vs actual figures.

- Prepare monthly reconciliations with the related parties & banks.
- Daily finance position, Receivables & Payable priority wise.
- Filling of monthly Income Tax Returns, Sales Tax Return, and keep record of sales tax invoices Costing of fabric for sales tax & voucher preparation purpose.
- Maintaining of inventory record (registers) for sales tax purpose.
- Filing of yearly income tax & wealth statements of company /directors.

Education

ICMAP ● CMA (Cost & Management Accountant) Institute of Cost & Management Accountants of Pakistan (Professional II Completed, i-e Inter)
Lahore 2000

Govt. College of Commerce ● B.COM Bacholar of Commerce (1st Division)
Gujranwala 1996

Govt. College of Commerce ● D.COM Diploma in Commerce (1st Division)
Gujranwala 1994

Govt. Atta Mohammad ● SSC Secondary School Certificate
High School #2
Gujranwala 1992

Projects

- In different small companies, install accounts software (Peach Tree) & guided them to make sure the implementation
- in Raheed Trading Company, successfully prepare complete structure of Accounting in ERP (which includes Design Chart of Accounts, Stocks, Payroll, link the effect of transactions in standard way, Sales, Purchases, Journals & Standard Reports.

Certifications & Courses

- Attend course of standard coaching of transactions postings and preparing of financial statements as per GAAP and time management.
- Recently attend seminar short course on VAT (Value added Tax) imposed by Saudi Govt., how to prepare VAT and its implementation on ERP and filling of return.