

## Cover Letter

Subject: Cover Letter for Job Application

Dear!

Your advertisement for job caught my eye, and as I appear to be a perfect match for this position. I am eagerly applying for the vacancy.

I am well positioned to join your company and make an immediate positive impression. Below is the summary of my experience and academic qualification.

- A solid background in Accounts, Finance, Administration and Procurement.
- Having an experience approximately 8.5 Years in Accounts, Finance, Administration (Pakistan), and 5.5 Years in Procurement (Saudi Arabia).
- MBA (Accounting & Finance) done in 2006 and Diploma (Health, Safety & Environmental Engineering) in 2021.

I believe that my skills, experience, and reputation for excellence can greatly enhance your company's already impressive performance. I have a proven record of accomplishment of responsibility, integrity and commitment to company objectives. I am comfortable working independently or as part of a team, and I firmly believe that your needs and my skills are an excellent match.

Thank you for taking the time to consider my application.

Best Regards,

**Muhammad Mateen**  
**Cell No. +966 573 287319**  
**E-mail: [ch.mmateen56210@gmail.com](mailto:ch.mmateen56210@gmail.com)**

# Curriculum Vitae

## MUHAMMAD MATEEN



### Account/Admin/Procurement/Safety - Officer

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Mobile: +966 573 287319 , +92 335 5101639

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### **OBJECTIVE**

*Working on a highly challenging position in a well-reputed organization on financial analyst's level where I can use my knowledge and skills in development and execution of plans and further develop system to link financial plans this day-to-day activities in tactical and operational planning.*

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### **EDUCATION**

<b>Diploma (Health Safety &amp; Environmental Engineering)</b> <i>EITS Islamabad Pakistan</i>	2019-2021
<b>Certificate (Managing Safely)</b> <i>IOSH Wigston United Kingdom</i>	26-12-2015
<b>MBA Finance (Master of Business Administration in Finance)</b> <i>FUUAST Islamabad Pakistan</i>	2004-2006
<b>B.com (I.T) (Bachelor of Commerce)</b> <i>Punjab University Lahore Pakistan</i>	2002-2004

### **ACCREDITATIONS**

**Advance diploma in computer sciences**  
(By Super Tech Institute of Computer Sciences, Islamabad-Pakistan)  
**IELTS Preparation**  
(By National University of Modern Languages, Islamabad-Pakistan)

### **SKILLS**

1. Proficient in MS Word, Excel, PowerPoint, EMIS and ERP software's (SAP, Oracle, Quick Book & Microsoft Dynamics AX).
  2. Talent towards preparing quality reports regarding programmed activities.
  3. Problem solving skills, Sound Accounting and Analytical Skills.
  4. Very Strong Communication and Presentations Skills.
  5. Projects Management Skills
  6. Team Leader and Believe in Team Results
  7. Extensive knowledge of Procurement Process.
  8. Skilled in practicing high degree of confidentiality, patience, tact, discretion, good judgment, empathy, accuracy.
  9. Skilled at initiating communication with other EMIS and non-EMIS reporting agencies.
  10. Negotiation skills and the ability to influence others.
  11. Excellent Time, Vendor, Material Relationship & Change Management Skills.
  12. Aptitude in decision-making and working with numbers.
  13. Ability to Prioritize and a positive attitude.
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**PROFESSIONAL EXPERIENCE** *Approximately 14 years of Experience in Accounting, Finance, Admin, Purchase & Store, Analysis and development field in Pakistan & KSA.*

<b>Designation</b>	Accounts cum Administrative Officer
<b>Organization</b>	International Islamic University Islamabad School, Golra More Campus
<b>Period</b>	26 <sup>th</sup> August 2019 to 27 <sup>th</sup> January 2022
<b>Job Summary</b>	<p>Handling the accounting needs of the company by using the skills of mathematics, negotiation, financial analysis and supply chain management. The major responsibilities include:</p> <ol style="list-style-type: none"> <li>1. Examine statements to ensure accuracy</li> <li>2. Ensure that statements and records comply with laws and regulations</li> <li>3. Compute taxes owed, prepare tax returns, ensure prompt payment</li> <li>4. Inspect account books and accounting systems to keep up to date</li> <li>5. Organize and maintain financial records</li> <li>6. Provide auditing services for businesses and individuals</li> <li>7. Handling &amp; Preparing of petty cash, daily reconciliation, Weekly &amp; monthly reports + Payments etc.</li> </ol> <p><b>Achievements:</b></p> <ol style="list-style-type: none"> <li>1. Prepare and implemented Authority matrix</li> <li>2. Preparation of different forms for check and balance.</li> <li>3. Reduced paperwork by converting all accounting procedures to an electronic form.</li> </ol>
<b>Designation</b>	Procurement Officer
<b>Organization</b>	Al-Ohadieh Integrated Ready-mix Co.
<b>Period</b>	31 <sup>st</sup> December 2016 to 31 <sup>st</sup> December 2018
<b>Job Summary</b>	<p>Handling the purchasing needs of the company by using the skills of mathematics, negotiation, financial analysis and supply chain management. The major responsibilities include:</p> <ol style="list-style-type: none"> <li>1. Supervise the whole process of purchase regarding Repairing &amp; Maintenance of Plant &amp; Vehicles in the light of the Consumption/Study Reports.</li> <li>2. Approve the ordering of necessary goods and services</li> <li>3. Finalize purchase details of orders and deliveries</li> <li>4. Monitoring Petty Cash usage &amp; Report</li> <li>5. Making PO, PR &amp; SR status reports</li> <li>6. Vendor's SOA reconciliation and planning to make schedule for payments.</li> <li>7. Negotiate with external vendors to secure advantageous terms</li> <li>8. Examine and test existing contracts</li> </ol> <p><b>Achievements:</b></p> <ol style="list-style-type: none"> <li>1. Discover profitable suppliers and initiate business and organization partnerships</li> <li>2. Control spend and build a culture of long-term saving on procurement costs</li> <li>3. Managing and training staff in the operation of Logistics, Procurement, warehousing, materials systems.</li> </ol>
<b>Designation</b>	Purchasing Supervisor
<b>Organization</b>	Al Kifah Building Material (Head Office)
<b>Period</b>	09 <sup>th</sup> February 2014 to 29 <sup>th</sup> December 2016

<b>Job Summary</b>	<p>Handling the purchasing needs of the company by using the skills of mathematics, negotiation, financial analysis and supply chain management. The major responsibilities include:</p> <ol style="list-style-type: none"> <li>1. Negotiate a major contract agreement with suppliers and examine the existing contracts.</li> <li>2. Ensuring the adequate supply of all required material with in the lead-time.</li> <li>3. Liaison with finance department for timely payment of bills, TT &amp; LC to local and overseas vendors.</li> <li>4. Identifying potential suppliers, visiting existing suppliers and introduction of new suppliers.</li> <li>5. Keeping record of contract files, Pipeline PO's, Asset Purchases, Prove of Payments etc.</li> <li>6. Handling the whole procedure of Procurement Process with keeping record of (Receiving Requisition, Study/Consumption Report, call for Quotations, Comparison Report, Issuing PO, Follow until delivery, Clearance of shipments, Payment of Bill).</li> <li>7. Making the budget of Direct &amp; Indirect Materials.</li> <li>8. Providing basic data &amp; getting different kind of reports through ERP software's (Oracle &amp; SAP).</li> <li>9. Preparation of reports &amp; presentation on monthly basis for MCM (Management Committee Meeting).</li> <li>10. Approve the Ordering of necessary goods and services.</li> <li>11. Finalize purchase details of orders and deliveries.</li> <li>12. Devise and use fruitful <a href="#">Sourcing Strategies</a>.</li> <li>13. Track and report key functional metrics to reduce expenses and improve effectiveness.</li> <li>14. Control spend and build a culture of long-term saving on procurement cost.</li> </ol> <p><b>Achievements:</b></p> <ol style="list-style-type: none"> <li>1. Streamlined staffing levels, instituted metrics to document cost savings, purchase requisition turnaround and number of PO's issued.</li> <li>2. Sourcing the most affordable materials for the company's manufacturing &amp; maintenance process.</li> <li>3. Determine &amp; implement the basic KPI's of the Procurement department.</li> <li>4. Made &amp; implemented the Authority Matrix.</li> <li>5. Start of Vendor Evaluation process.</li> <li>6. Conversion of ERP software from Oracle to SAP.</li> <li>7. Perform the duties of BUPL (Business Unit Process Leader) during process of conversion &amp; implementation (Oracle to SAP) in MM (Material Management) Module.</li> <li>8. After implementation of new system (SAP), work as a power user of MM Module.</li> <li>9. Preparation of reports (For instance: Supplier Invoice Query, No. of Orders completed or outstanding report, PO activity report etc.).</li> </ol>
<b>Designation</b>	Operational Manager
<b>Organization</b>	Raabta Consular Services (Approved by Foreign Office of Pakistan)
<b>Period</b>	4 <sup>th</sup> April 2011 to 10 <sup>th</sup> October 2013

<b>Job Summary</b>	<p>Major responsibilities include providing advisory services to the CEO of the Company and A&amp;F process formulation, implementation and evaluation of the business strategy. The major responsibilities include:</p> <ol style="list-style-type: none"> <li>1. Corporate Financing.</li> <li>2. Development of Accounts policies &amp; procedures according to IAS.</li> <li>3. Implementation of accounting procedures.</li> <li>4. Handling of all books of Accounts and preparation of Financial Reports.</li> <li>5. Financial analysis of the Final Reports and take necessary decisions.</li> <li>6. Customer relations &amp; Preparing of Tax returns.</li> <li>7. Feasibility studies of new initiatives and ideas.</li> </ol> <p><b>Achievements:</b></p> <ol style="list-style-type: none"> <li>1. Established and maintained an effective system for analyzing and reporting on operating and capital expenditures.</li> <li>2. I prepared revenue budgets, forecasts and plans for Marketing Managers.</li> <li>3. Preparing plans for expansion of business e.g. Customer care and making agents in different parts of the country.</li> </ol>
<b>Designation</b>	Accounts, Admin & Procurement Intern
<b>Organization</b>	International Islamic University of Islamabad.
<b>Period</b>	04 <sup>th</sup> May 2009 to 03 <sup>rd</sup> November 2010
<b>Job Summary</b>	<p>In university I worked in the three different departments (Salary section under Accounts department, Personnel-II section under HR department and Purchase &amp; Store section under Accounts department) and Key responsibilities of the job were:</p> <ol style="list-style-type: none"> <li>1. To maintain the payroll system of the round about 1000 plus employees of the University in Salary Section.</li> <li>2. Filing and documentation.</li> <li>3. Ad hoc administrative functions.</li> <li>4. Maintain the record of Inventory, Tender publishing and deals with round about 200 plus suppliers.</li> </ol> <p><b>Achievements: Learning of government department's procedures:</b></p> <ol style="list-style-type: none"> <li>1. Procedures, which relates with salary e.g. annual increments system, Arrears, maintaining of different funds like CP fund, GP fund, Provident fund etc.</li> <li>2. Procedures, which relates with employee's personal issues e.g. joining orders, termination orders, show cause notice, transferring orders, reimbursement of medical bills etc.</li> <li>3. Procedures, which relates with stock e.g. deals with suppliers, maintaining of purchasing procedure according to government policies and inventory record of different items.</li> </ol>
<b>Designation</b>	Accounts Intern
<b>Organization</b>	Hamid Riaz & Co. (Chartered Accountant firm)
<b>Period</b>	25 <sup>th</sup> June 2008 to 24 <sup>th</sup> January 2009
<b>Job Summary</b>	<ol style="list-style-type: none"> <li>1. Auditing &amp; Costing.</li> <li>2. Review the all books of Accounts and rectifying the defalcations.</li> <li>3. Helped in preparing Tax returns.</li> <li>4. Preparation of financial Statements.</li> </ol> <p><b>Achievements:</b></p> <ol style="list-style-type: none"> <li>1. Making of final reports of accounts on accrual system.</li> <li>2. Preparations of Tax return and follow the procedure of FBR.</li> </ol>

<b>Designation</b>	Accountant
<b>Organization</b>	Khokhar Communications
<b>Period</b>	01 <sup>st</sup> February 2006 to 31 <sup>th</sup> December 2006
<b>Job Summary</b>	<ol style="list-style-type: none"> <li>1. In charge of the reconciliations for three large bank accounts.</li> <li>2. Maintaining basic accounts, book keeping.</li> <li>3. Managed Inventory entries.</li> <li>4. Checked invoices with payments made.</li> <li>5. Generated financial reports.</li> </ol> <p><b>Achievements:</b></p> <ol style="list-style-type: none"> <li>1. I recovered Rs.0.5 million in outstanding debts from clients.</li> <li>2. Established and maintained an effective system of analyzing financial reports.</li> </ol>
<b>Designation</b>	Accounts Clerk
<b>Organization</b>	7 <sup>th</sup> Ave, Shopping Mall
<b>Period</b>	01 <sup>st</sup> January 2005 to 01 <sup>th</sup> January 2006
<b>Job Summary</b>	<ol style="list-style-type: none"> <li>1. Handling of petty cash.</li> <li>2. Made journal entries and posting them in different ledgers.</li> <li>3. Checked invoices with payments made.</li> <li>4. Bank reconciliation.</li> <li>5. Collect bills, checked payments.</li> </ol> <p><b>Achievements:</b></p> <ol style="list-style-type: none"> <li>1. I dealt with the weekly payments 200 suppliers.</li> <li>2. Preparing different account reports on daily or monthly basis.</li> </ol>

## PERSONAL PROFILE

Name	Muhammad Mateen
Father's Name	Ch. Karam Din
Date of Birth	30-October-83
Nationality	Pakistani
Marital Status	Married
No. of Dependents	4 (Wife and 3 Children)

## REFERENCE:

Will be provide on request

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