**MUHAMMAD ADNAN SIDDIQUI**

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**Summary:**

To seek a career position in a progressive organization offering a challenging and demanding job where I can exercise my abilities and learn new skills.

**Key Skills& Competencies:**

* Account payable & receivable process management.
* Bank/Travel vouchers reconciliations.
* Strong background in internal control process & procedure.
* Revenue & Expenditure analysis.
* Audit preparation.
* Controlling & arrangement of Financial & MIS reports.
* Able to deal with large amount of invoices.
* Ability to manage multiple tasks simultaneously.
* Able to prioritize individual workloads according to deadlines.
* Methodical approach to getting thing done.
* Customer-oriented.

**Experience:**

**Haleeb Foods (FMCG):**

***Accounts Officer (Aug2019toTill)***

***Lahore, Pakistan.***

* Verify & process distributor monthly claims.
* Ensured diligent performance of accounting functions to ensure that the accurate records are kept.
* Provide assistance to the finance manager regarding the integrity of the general ledger, the preparation of monthly management reports, budget input and monitoring and production of all financial reports on monthly basis as well as end of year accounts.
* Compiled and analyzed financial information to prepare entries to accounts, such as general ledger accounts, documenting business transactions.
* Maintained extensive interaction with departments heads and senior management regarding workflow, problem resolution, corporate planning and implementation of various special projects.
* Established internal accounting control procedures and maintained a system to generate reports, ensure accuracy in account mapping and modify when necessary.
* Cultivated key relationships with other departments, peers, contractors and partners to meet business objectives.

**MIMI Foods (FMCG):**

***Accountant (Mar2018 toFeb2019)***

***Lahore, Pakistan.***

* Bill Preparation including statutory and other deduction, calculating idle wages etc.
* Review invoices and check input data monitor accounts (GL) to ensure payments and posting are up-to-date.
* Designed and implemented reporting system which made the management aware of grey areas.
* Computerized store and material accounting was done to change the gloomy scenario of store management and also helped to reduce inventory and exercising greater control.

Managed daily cash allocation as per deposits and account instructions ensuring accuracy of transaction.

* Monitored new trend and technologies as they applied to audit areas.
* Completed regulatory, pre-implementation and risk-based audits to achieve business objectives.
* Oversaw operational programming and recommended efficiencies and potential cost containment developments.
* Responsible for distribution shipments inventory and database reconciliation.
* Researched & resolved billing problems that had been previously missed.

**ACME Engineering (Engineering Company):**

***Accountant (Aug2017 toFeb2018)***

***Lahore ,Pakistan.***

* Managing the reconciliation of Attendance time with time booked to work, overtime wages after due reconciliation with OT booked, Bill Preparation including statutory and other deduction, calculating idle wages etc.
* Excellent Unpaid wage disbursement Management.
* Monitoring Debtors for realization and coordinating with Age wise Debtors & Creditors
* Maintaining stores ledger ensuring accounting of receipts & issues every month in quantity & value, evaluating input cost increases as compared to budget rates.
* Experienced in preparing monthly financials like Trial Balance, Profit & Loss a/c, Balance Sheet, Cash Flow statement, Ratios and Analytical points on Financials.
* Classifying & codifying stores spares cost center, vendor, A/C Heads.
* Controlling stocks lying for effective fixation of stock level and age wise inventory.
* Computerized store and material accounting was done to change the gloomy scenario of store management and also helped to reduce inventory and exercising greater control
* Designed and implemented reporting system which made the management aware of grey areas.

**Almarai Company (Saudi Arabia) (FMCG):**

***Accounting Technician (May 2011 to July 2016)***

***Hail City KSA***

* Review invoices and check input data monitor accounts (GL) to ensure payments and posting are up-to-date.
* Checking payment in accordance with company authority schedule.
* Maintained accurate accounts including cash, inventory, prepaid, fixed assets, accounts payable, accrued expenses and line of credit transactions.
* Verifying & checking expense claims.
* Preparing and processing of MTBE (Methyl-tert-butyl-ether) (Gasoline & Diesel) grid invoices, truck loading invoices and other receivable invoices like scrap sales, by products adjustment invoices etc.
* Correspond with vendor financial services and respond to inquiries.
* Tracking intercompany invoices.
* Bank reconciliation statement support in monthly/annual closing activities.
* KPIs (Key Performance Indicators), Accurate GL posting to ensure timely payment.
* Solving issue vendors invoices with end users.
* Completed regulatory, pre-implementation and risk-based audits to achieve business objectives.
* Disbursement of petty cash and reporting, ensuring that the cash book and petty cash are updated on daily basis.
* Verified that company controls were in compliance with established policies by auditing stores & ware houses.
* Created and maintained computer and paper based filling and organization system records, reports & documents.
* Performed a variety of key functions.

Managed daily cash allocation as per deposits and account instructions ensuring accuracy of transaction.

* Monitored new trend and technologies as they applied to audit areas.
* Completed regulatory, pre-implementation and risk-based audits to achieve business objectives.
* Researched & resolved billing problems that had been previously missed.
* Operated computers programmed with accounting software to record, store and analyze information.

**FG Foods (Sole distributor of Kolson)(FMCG):**

***Assistant Finance Officer (August 2004 to April 2011)***

***Karachi, Pakistan.***

* Executed accounts receivable reporting enhancement and reconciliation procedures.
* Managed accounting operations, accounting closing, accounts reporting and reconciliation.
* Performed debit, credit and total accounts on computer spreadsheet/databases, using specialized accounting software.
* Reconcile bank statement to clients’ book and prepared financial statements from clients documents.
* Worked with management to documents and offset unusual expense variance in their respective areas.
* Investigated and resolved discrepancies in monthly bank accounts while under tight deadlines.
* Supplied detailed tax documentation needed to submit accurate corporate return.
* Created and maintained computer and paper based filling and organization system records, reports and documents.
* Managed daily cash allocations as per deposits and account instructions ensuring accuracy of transactions.
* Created and distributed Treasury Management Report enabling quick reviews of bank cash positions.
* Bank Operating Relationships.
* Analyzed bank service & account analysis fees and resolved any outstanding banking issues.
* Expertise in ORACLE for the all the modules such as Accounts Payable, Accounts Receivable, Cash Management, General Ledger and Inventory Modules
* Expertise in monthly job analysis
* Expertise in preparing of weekly Bank, Cash positions and Cash Budget statement
* Expertise in managing the Fund Management
* Expertise in Audit preparation of yearly financials in audit format and submitting to auditors for auditing

**Education:**

* Masters in Business Economics (Appearing)
* Bachelors in Commerce completed in 2008 from Karachi University.
* Certification in Peachtree Accounting Software.
* Coursework in MS Office.

**Additional Information:**

* Father name: Muhammad Atiq Siddiqui(Late)
* Date Of Birth: 26th October 1982
* Iqama No: 2305020691
* NICOP: 421011-641701-5
* Passport No: AC5467013
* Domicile: Karachi-Pakistan
* Marital Status: Married