# mohsinMOHSIN JAVED

# Professional Résumé

# *Date of Birth:* 13 - Oct - 1982 *Age:* 37 Years

# *Address:* H. No. 263, Block – E, Tajpura Scheme, Lahore, Pakistan

# *Cell:* 0346-4000867

# *Email(s):* mohsin-javed@live.com

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| **Objective:** | To lead the organization being strategic partner of top management team of organization. |

**Professional Career Summary**

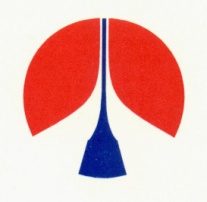
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| **Professional Certification :** | 1-ACMA Partly Qualified (Internationally recognized accounting body)  2-Registered income tax Practioner (FBR) | |
| **Education :** | MBA, M.com, B. Com | |
| **Work Experience :** | **Duration (12 Year’s)** | **Organization & Designation** |
| Nov 2013 – to date | Executive Builders (Paragon City (Pvt) Ltd).  as Manager Accounts |
| Jun 2010 – Nov 2013 | Popular Dyes (Pvt) Ltd.  as Assistant Manager Accounts |
| Oct 2007 – May 2010 | Lahore Medical Instrument.  as Sr. Accounts Officer |

**Work Experience** *(most recent on the top)*



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| **Organization :** | **Executive Builders - Paragon city (PVT) Ltd** |
| **Organization Type :** | Construction/Developers |
| **Designation :** | C:\Users\Ikram\Desktop\logo.pngManager Accounts & Taxation |
| **Tenure :** | November 2013 to date |
| **Location :** | Lahore, Pakistan |
| **Area(s) of Experience :** | Finance & Accounting, Management, Internal Audit, Corporate, Planning, Taxation, Banking |
| **Reporting to :** | CFO |
| **Responsibility :** | Management Reporting, Audit & Assurance, Budget & Forecasting, Leading & Supervision |
| **Span of Control :** | 15 staff |
| **Brief Job Description :** | * Meet all corporate and statutory reporting requirements * Timely month end close within deadline * Ensure complete accurate and timely processing of all transaction * Corporate financial planning. * Ensure profit and loss account are true representation of company performance. * Prepare and finalize end year financial statements * Financial management. * Predict future financial trends * Tax Planning / tax strategy * Prepare and Finalization of tax returns * Filling Tax return u/s 165 FBR, PRA monthly Tax returns, Sale Tax * To comply with the Income tax assessments, notices from FBR. * Working against FBR notice(177-c) Rule 44(4), PRA notices * Advance tax working as per required by FBR * Funds and treasury management; * Liaison with banks and handling all banking matters; * Managing Receivable Client Ledgers * Annual Audit Planning * Maintain day to day financial control * Budgeting and forecasting with periodical controls, management reporting and ensuring compliance * Monitoring payment and recovery, * System development for effective operations. |

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| **Organization :** | **C:\Users\Ikram\Desktop\download.jpgPopular Dyes Co (Pvt) Ltd.**  **Popular Chemical Co.** |
| **Organization Type :** | Manufacturer& Importer of Dyes & Chemicals |
| **Designation :** | Senior Accounts Officer |
| **Tenure :** | Jun 2010 to November 2013 |
| **Location :** | Lahore, Pakistan |
| **Area(s) of Experience :** | Finance & Accounting, Corporate, Banking, Computerization  Internal Control, Computerization |
| **Reporting to :** | Manager Accounts |
| **Responsibility :** | Treasury Operations, Budgeting & Monitoring, and Systems / Procedures Review and Development, Financial Management |
| **Span of Control :** | 12 staff including |
| **Brief Job Description :** | * Reconciliation of all accounts in general ledger * Costing of manufacturing product, maintaining ordering level * LC Managing and creating documentation of Letter of credit, sight, usance, advance TT, shipment, costing duties. * Preparation of Lease documentation and preparation of Lease schedule for company monthly needs * Cash flow and funds flow statements on daily basics to conduct the internal audit of production and accounts * Sale tax returns * Salaries calculation e.g Advances, tax deduction * Inter and external Correspondence * Liaison with banks and handling all banking matters * Preparation and submission of different reports as per SECP and statutory requirement. |



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| **Organization :** | **Lahore Medical instruments (Pvt) Ltd.** |
| **Organization Type :** | Manufacturing company of disposable / surgical products |
| **Designation :** | Accounts Officer/Sr. Account Officer |
| **Tenure :** | Oct 2007 – May 2010 |
| **Location :** | Lahore, Pakistan |
| **Area(s) of Experience :** | Finance & Accounting |
| **Reporting to :** | Manager Accounts |
| **Responsibility :** | Financial Operations, Payroll, Bank Reconciliation, |
| **Span of Control :** | 20 staff including 4 Officer/ Manager |
| **Brief Job Description :** | * Monitoring invoicing, payment and recovery; * Petty Cash management * System development for effective operations; * Liaison with banks and handling all banking matters; * Preparation and submission of different reports as per SECP and statutory requirement * Salaries calculation includes, Advances, Tax deduction, Loan. * Preparation of statement of Sales Tax. * Cash intake/reconciliation, * Liaison with banks and handling all banking matters * Funds and treasury management |

**Internship Experience**



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| **Organization :** | **MECO PUMPS (PVT) LTD** |
| Organization Type : | Manufacturing |
| Designation : | Trainee / Intern |
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**Professional Certification & Academic Education** *(most recent on the top)*

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| **Sr.** | **Certification / Degree** | Institution / University | **Specialization / Major** | **Passing Year** |
| 1 | **ACMA** | Institute of cost & Management Accountant of Pakistan | Management Accounting | Partially Qualified |
| 2 | **M.com** | AIOU | Accounting | 2020 |
| 3 | **MBA** | Punjab University | Accounting | 2009 |
| 4 | **B. Com** | AIOU | Commerce | 2007 |
| 5 | **F. A** | Govt. D.S Collage | Arts | 2003 |
| 6 | **Diploma in IT** | I-Tech institute | Computer Science | 2005 |
| 7 | **SSC** | Govt. Central Model School | Arts | 1999 |

**Computer Skills and Other Abilities**

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| **Sr.** | **Skills & Abilities** | **Proficiency Level** | **Last Used / Practiced** |
| 1 | **Word Processing - Microsoft Word** | Excellent | Currently Using |
| 2 | **Soft Presentation - Microsoft Power Point** | Excellent | Currently Using |
| 3 | **Outlook Express - Microsoft Outlook** | Excellent | Currently Using |
| 4 | **Spread Sheet - Microsoft Excel** | Excellent | Currently Using |
| 6 | **Budgeting and Forecasting** | Excellent | Currently Using |
| 7 | **ERP SYSTEM** | Excellent | Currently Using |
| 8 | **Financial Analysis Tools** | Above Average | Currently Using |
| 9 | **XERO** | Excellent | Currently Using |
| 10 | **QUICKBOOKS** | Excellent | Currently Using |

**Personal Information**

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| **Father’s Name:** | Javed Manzoor |
| **Marital Status:** | Married |
| **CNIC No.:** | 35201-1308952-3 |
| **Religion:** | Muslim |
| **Language Competency:** | English & Urdu |

**References**

Available on request