# 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, ComputerizationInternal 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
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**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