



Muhammad Imran Sharif

Chief Accountant

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Quaid-e-Azam Colony,
House No.369,
Bahawalpur, Pakistan

EDUCATION

Master in Commerce

Islamia University of Bahawalpur
2009 - 2011

Bachelor of Commerce

Islamia University of Bahawalpur
2006 - 2008

Diploma In Commerce

Punjab Board of Technology Lahore
2003 - 2005

Chartered Management Accountant

Institute of Chartered Management
Accountants

Quick Book

www.digiskills.com
2003 - 2005

ICDL (International Computer Driving License

ECDL FOUNDATION

Jan-2012 - May-2005

WORK EXPERIENCE

Cheif Accountant

2020 - Present

Agrolix Chemicals Industry Pvt. Ltd.

- Prepare and analyze monthly, quarterly, and annual financial reports and statements
- Develop and maintain financial models and analysis to support decision-making
- Perform cost analysis and identify opportunities for cost savings and efficiencies
- Develop and monitor budgets and forecasts and provide variance analysis
- Analyze financial data and provide insights to management to support business decision-making
- Develop and implement financial policies and procedures to ensure compliance with regulatory requirements and best practices
- Work closely with other members of the finance team to ensure timely and accurate financial reporting
- Stay up-to-date on changes in accounting regulations and standards and ensure compliance with these changes
- Provide support to the audit process and liaise with external auditors as needed
- Identify areas for process improvement and take proactive steps to implement changes

Senior Accountant

Jun-2016 - 2019

Agrolix Chemicals Industry Pvt. Ltd.

- Manage and supervise the accounting team, ensuring the accuracy and integrity of financial data
- Prepare and analyze financial statements and reports, identifying trends and variances
- Develop and implement accounting policies and procedures, ensuring compliance with accounting regulations and standards
- Oversee audits and tax filings, liaising with external auditors and tax advisors as necessary
- Manage budgets and forecasts, providing guidance and support to other departments as needed
- Reconcile accounts and resolve any discrepancies or issues
- Provide financial analysis and support to senior management, including presenting financial data and reports
- Stay up-to-date with changes in accounting regulations and standards, and provide guidance and support to the accounting team as needed
- Ensure that financial data is accurate and timely, and that the organization is in compliance with all financial reporting requirements.

SKILLS

- IFRS awareness
- Credit control
- Office 365
- Nominal ledger management
- VAT returns
- Account reconciliations
- Microsoft Excel
- Calculating liabilities
- Calculating Assets
- Audit coordination
- Tax law understanding
- Pivot tables
- QuickBooks expert
- Accounts payable
- Accounting procedures consultant
- Superior attention to detail
- Process improvement
- General ledger accounting expertise
- Budget analysis
- V-lookups
- Financial reporting specialist
- Accounts Payable and Receivable (AP/AR)
- Account reconciliation processes IFRS awareness
- Credit control
- Office 365
- Nominal ledger management
- VAT returns
- All Account reconciliations
- Microsoft Excel
- Calculating liabilities
- Audit coordination
- Tax law understanding
- Pivot tables
- Bank Accounts Reconciliations

Financial Accountant

2013 -June 2016

Agrolix Chemicals

- Prepare and analyze financial statements, including balance sheets, income statements, and cash flow statements
- Manage the month-end and year-end closing processes, including journal entries, accruals, and reconciliations
- Monitor and report on the company's financial performance to the finance team and senior management
- Prepare and submit regulatory filings and reports as required by regulatory agencies and stakeholders
- Develop and maintain accounting policies and procedures to ensure compliance with accounting standards and regulations
- Assist with the preparation of the annual budget and forecasting process
- Support the external audit process and coordinate with external auditors
- Manage the company's fixed asset register and depreciation schedules
- Reconcile intercompany transactions and balances
- Manage the accounts payable and accounts receivable processes

Computer Operator and Accountant

2011 - 2012

New Apex Wood Works

- Operate and maintain computer systems, including hardware, software, and network systems
- Manage and maintain financial records, including general ledger, accounts payable, accounts receivable, and payroll
- Prepare financial statements, including income statements, balance sheets, and cash flow statements
- Analyze financial data and provide financial reports to management
- Ensure compliance with accounting standards, regulations, and company policies
- Conduct regular audits of financial records to ensure accuracy and completeness
- Participate in the development and implementation of financial policies and procedures
- Assist with budgeting and forecasting activities
- Collaborate with other departments to ensure timely and accurate financial reporting
- Provide technical support for computer systems
- Perform other related duties as assigned
- Tender Technical and Financial prepare