

# MUHAMMAD JEHANGIR

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## PROFESSIONAL SUMMARY

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To significantly contribute to the success of a progressive organization with a focus on overall management, where I can synergise my past experience commensurate with my academic qualification and build strong foundations. Highly competent and versatile Accounting, Tax and Auditing Professional with extensive experience in the core accounting, reporting, and regulatory compliance systems for high growth organizations. Results-oriented and self-driven professional with communication and leadership skills, and the ability to adapt quickly to change. Looking for Account and Finance-related job within a company that offers flexibility and opportunity to grow both personally and professionally.

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## CORE COMPETENCIES

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- Financial & Management Accounting
- Record Keeping & Maintenance
- External Audit
- Internal Audit
- Compliance of Tax Notices
- Teamwork
- Accounts Receivables and Payables
- MS Office ,Peachtree, QuickBooks and ERP
- Adaptability

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## PROFESSIONAL EXPERIENCE

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**Pak-Asia Group |** Pakistan – (Bearing, Steel, CNG & Real-Estate)

**Sep 2020-Present**

**ASSISTANT MANAGER ACCOUNTS & TAXATION.**

**Key Responsibilities:**

- Preparing Financial Statements on monthly bases.
- Compliance of Tax Notices and monthly filing of VAT Returns , Withholding Statements and Income Tax Returns.
- Leading the team for ERP Implementation.
- Liaison with import department for LC arranging and import of products.
- Review customer deposit & posting of receipts against bills.
- Review of Monthly Profit & Loss Account of CNG Station.
- Review bank Reconciliation Statements prepare by team member.
- Review Sales on monthly bases for their commission distribution and new strategy for sales increase with CFO.
- Prepare receivable strategy report for receivables collection and timely collection of Debt.
- Successful Achieve implementation of new software 'Axiom ERP' in Group.

**Kamran & Co Chartered Accountants (A member firm of INPACT Asia Pacific)|** Pakistan – (Lahore)

**Dec 2016 – Aug 2020**

**SENIOR ASSOCIATE**

**Key Responsibilities:**

- Preparing Financial Statements under IFRS and GAAP for various Clients.
- External Audit Assignment and review the work of junior audit team.
- Working as team member for QCR Review of Firm from ICAP.
- Worked on Compliance of Companies registered on Stock Exchange with Compliance Manager.
- Worked on Internal audit of a manufacturing company for petty cash expenses for theft or errors.
- Related Party Reconciliations of a Pharmaceutical Company.

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- Handle Income Tax Audit and Sales Tax – (VAT) Audit –Notices of Various Clients with Taxation Manager.
  - Financial Projection for Bank Loan Facilities for various clients.
  - Worked on Inventory audit of an online product selling company and fashion retails.
  - Worked as an Audit Supervisor in Annual Audit assignment of Bank, Company involved in Oil and Ghee Manufacturing and Human Resources outsourcing Company.

#### **JUNIOR ASSOCIATE**

##### **Key Responsibilities:**

- Preparation of Audit working paper of Balance Sheet and Profit and Loss Account of following Sectors- Manufacturing, NGO, Hospital, Software House , Hotel Industry, Fashion Store Retails Outlets , Banking Industry ,Education University , Human Resources Consultancy Firm, Textile sector Construction sector, Trading sector and Housing Projects.
- Preparation and filing of Income Tax Returns and Sales Tax-VAT Returns assignments in Manufacturing, NGO , Hospital, Hotel Industry, Education and Trading sector.
- Managed daily bookkeeping functions with attention to accounts receivable, accounts payable, banking reconciliation and daily work of a software house company on Peachtree for 3 months.
- Managed daily bookkeeping functions with attention to accounts receivable, accounts payable, banking reconciliation and daily work of a 3 star Hotel for 3 months.
- Worked on Forensic audit of a housing Scheme with other team member.
- Preparation of Financial Statements for Various SMEs clients.

#### **ARTICLED ASSISTANT**

##### **Key Responsibilities:**

- Worked on inventory count of various clients for Year end.
- Registration of Company, AOP and Individual with Taxation Authority.
- Registration of Company with security and exchange commission of Pakistan-(SECP).
- Record keeping in Excel form for various clients from manual books.
- Filing for different clients for Annual Audits.

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### **EDUCATION**

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**The Institute Of Chartered Accountants Of Pakistan - | CA (intermediate)**

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### **AWARDS & CERTIFICATE**

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- Oracle ERP Financial Certificate
- Presentation and Communication Skills Course-1 (ICAP)

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### **LANGUAGE**

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- English
- Urdu
- Punjabi

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### **REFERENCES**

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References available upon request