****MUHAMMAD YOUSIF**

**Banglow No D-1/1 Block 17,**

**Gulshan-e-Iqbal, Karachi**

**Cell:** +92 346 2666810

**Email:** myousif638@gmail.com

***Profile***

A Confident, Quick learner and capable accountant with excellent knowledge of finance and accounts wants to serve an organization to achieve its mandate and adding value to the business.

* **Areas of expertise: Accounts**
* **Qualification: Masters In Business Administration (MBA)**

**Skills Summary**

|  |  |  |  |
| --- | --- | --- | --- |
| Good at Spread Sheets | Ability to take Initiative | Good Communication skills | Strong Conceptual Skills |
| Result Oriented | Good Practical Exposure | Good at Crunching Numbers | Quick Learner |
| Peachtree & Quickbook | Flexible Team Player | Time Management Prioritizing | Self Motivated |

***Accomplished Experience***

As **Senior Finance Executive** at **Perfect Transport Network(PTN) PVT LTD being assigned after HASCOL PETROLEUM LTD Project**  from 26th **December 2018 to date and Reports To Group of Director Projects, Director Projects ,Financial Controller & DGM Finance**

***My Responsibilities broadly included:***

* Prepare debit notes of Staff salary , driver salary , service invoice and drivers food allowance for reimbursement from Hascol Petroleum on ERP( CLIMAX)
* Prepare monthly fuel report for Hascol Fleet operations
* Prepare Freight Billing for PTN own fleet being assigned at Hascol Petroleum.
* Prepare trip expenses summary sheet for reimbursement from Hascol petroleum
* Reconcillation of Amount claimed and amount received from Hascol Petroleum
* Prepare drivers salaries of Hascol Petroleum own drivers
* Proper Book keeping of documents
* Prepare Aging Schedule for Trip expenses of Hascol fleet
* Followups and sending reminder for late payments to Hascol Petroleum.
* Reconcillation of payments received with bank statements.
* Monitor Trip opening and closing of Hascol Fleet operations
* Maintain general accounting ledger on ERP(CLIMAX)
* Prepare driver salaries and overtime on ERP system of PTN own fleet.
* Reconcillation of fuel pump cards with actual fuel provided to drivers.
* Maintain proper record of drivers on ERP system
* Maintain proper record of loss in transit during loading of oil tanker and unloading of oil tanker at destination.
* Supervise Trip closing and maintaining receivables/payables againt each driver.
* Proper record keeping and reconcillations of cashflow from filling stations.

As **Accounts & Finance Officer** at **ITT Global (PVT) Ltd.** from **September 2017** to **December 26th 2018**

 ***My Responsibilities broadly included:***

* Prepare, examine, and analyze accounting records and financial statements.
* Calculating and checking to make sure payments, amounts and records are correct.
* Analyze costs, revenues, ,and obligations, to project future revenues and expenses or to provide advices
* Maintaining petty cash register
* Reconciliation of bank accounts with bank statements.

As **Accounts Officer** at **Alina Combine Pharmaceuticals (Pvt) Ltd** from **March-2012 to March-2014** and Report to **Deputy General Manager and Manager.**

**Alina is one of Pakistan's premier pharmaceutical & veterinary manufacturing companies, following strict GMP (Good Manufacturing Practices) guidelines. Alina’s facilities are in one of the most growing industrial areas of Karachi.**

***My Responsibilities broadly included:***

* Prepare general books of accounts uning Peachtree
* Properly maintain petty cash register
* An excellent understanding of technical aspects of accounting
* Reviewing customer accounts
* Sending reminders to default customers
* Preparation of weekly, Monthly and annual sales and recovery reports.
* Dealing with raw materials suppliers as per purchase requirements from Factory.
* Dealing with all banking transactions
* Preparing Financial Reports, Balance Sheet, Income statement, Profit and Loss Statement
* Handling wages and salaries
* Preparing general vouchers,payment vouchers, and all relevant vouchers

 As **Accounts Office**r at **Maryam Montessori & Primary School** from **January 2010** to

 **February 2012.**

***My Responsibilities broadly included:***

* Prepare Fee Vochers of students
* Maintaining petty cash register
* Maintain Student fee Account
* Follow up for fee default students
* Reconciliation of bank accounts with bank statements.

 **Educational Credentials**

**Academic**

 **Masters in Business Administration (2017) -Finance 3.0 CGPA**

From Iqra university

 **Bachelors in Commerce (2009)- 1st Division**

From University of Karachi

 **Intermediate (2007)**

 Board of Intermediate Education Karachi

 **Matriculation (2005)**

Board of Secondary Education Karachi

**Trainings & Workshop**

* **Workshop** on **Interpersonal Skills** and **Team Skills**
* Microsoft **Office** by **Alina Combine Pharmaceuticals (Pvt) Ltd**

**Computers Skills / Accounting Tools**

* MS Office
* Quickbook & Peachtree

**Personal Profile**

Fathers Name Ukash Ali Shaikh

Date of Birth January 14, 1989

Marital Status Single

Nationality Pakistani

Interests Playing Cricket, Watching Movies

**References**

Supporting Documents and References will be provided, if demand.