

PERSONAL INFORMATION



Nationality: Pakistan

Date Of Birth : 07-10-1975

Age : 45

Employment visa

Marital Status: Married

**DRIVE LICENSE
PAKISTAN**

LANGUAGE SKILLS

English :- Written and Spoken

Urdu :- Written and Spoken

COMPUTER SKILLS

- Microsoft Office
- PowerPoint.
- Microsoft Access
- Spreadsheet

MUHAMMAD NASIR

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Contact: +971-55-2038250 (WhatsApp)

Contact: Muhammad.nasir1975 (Skype)

Email: acc_mnasir@yahoo.com

PERSONAL SUMMARY

Experienced Senior Accountant with a demonstrated history of working with reputed chartered accountants firm in Pakistan including Public & Private Limited, Financial Institutions and Non-trading concerns. Skilled in Accounting and Finance. Strong Finance professional with a Bachelor's Degree focused in Accounting and Finance.

Skills

- Accounting and Finance
- Administration
- Book Keeping
- Supply Chain Management
- Inventory Control

EDUCATIONAL HISTORY

1998-2001: Institute of Chartered Accountants of Pakistan.

M/s Ahmad Mushir & Co, Chartered Accountants. Lahore

C.A Article Ship

1995 - 1997: University of the Punjab, Lahore

Bachelor's Degree, Commerce

WORK EXPERIENCE

September 2019 - Present

Hamilton Beauty Trading LLC

Designation: Assistant Manager Accounts

Hamilton Beauty Trading LLC a sister concern of Cabinet Continental [Brand & Style - Fair & White Paris] is a France based Cosmetics company. Having Regional Offices:

UAE (Hamilton Beauty Trading LLC)

KSA (Ijaz Khaleej Trading Est) &

UK (H A Distributions Ltd)

Job Responsibility:

- Responsible for the monthly closure as well as maintenance of all accounting ledgers including monthly review of all account reconciliations and journal entries for all three regional offices.
- Preparation of financial reports, including Profit and Loss Statement, Balance Sheet and Statement of Cash Flows, Consolidation, as well as the year-end financial reports as desired by the management.

- Prepare annual budget and provide timely explanations of variances between actual results and forecasts/budgets; provide corrective action recommendations to management, where necessary.

October 2017 – September 2019

The Knowledge School System – An ILM Project

Designation: Head Publications & QA

Job Responsibility:

- Create supply chain management strategies that increase efficiency and speed of work
- Provide operational support and guidance to ensure maximum productivity
- Collaborate with other departments to identify weaknesses and minimize operational gaps
- Manage communications and negotiations with vendors and campuses
- Prepare reports, analyze and define strategies

The Knowledge School System – An ILM Project

(November 2007 – September 2017)

Designation: Head Accounts & Admin

Job Responsibility:

- Responsible for the monthly closure as well as maintenance of all accounting ledgers including monthly review of all account reconciliations and journal entries.
- Preparation of financial reports, including Profit and Loss Statement, Balance Sheet and Statement of Cash Flows, as well as the year-end financial reports as desired by the management.
- Prepare annual budget and provide timely explanations of variances between actual results and forecasts/budgets; provide corrective action recommendations to management, where necessary.
- Ensure completion and review of all balance sheet reconciliations and identify and communicate findings.
- Work with internal and external auditors during reviews and audits to ensure full cooperation from accounting staff and compliance with all qualified requests.
- Implement the migration from manual to automation systems for campuses, Electronic billing and partner financial performance reporting.
- Special projects as needed.
- Coordinate with various staff for operational support activities of the campus; serve as a liaison between departments and operating campuses in the resolution of day-to-day administrative and operational problems.
- Manage Accounts receivable with Network campuses and accounts payable with the vendors.
- Additional responsibilities were assigned in development of network and recovery from the campuses.

August 2002 to October 2007
Educators – A Project of Beacon house School System
Designation: Senior Officer Finance

Job Responsibility:

- Maintaining the books of accounts of Primary Education Centre (Pvt) Ltd & The Educators and reporting to management (385 Campuses round Pakistan).
- Reconciling the accounts (with Banks, Campuses, & other parties).
- Conducting Audit of the campuses to ensure proper implementation of accounting principles & policies specified by the Head Office.
- Providing guidance to clients about the banking procedure relating to opening & operating the bank accounts with all available banking channels in Pakistan.

March 2013 to July 2016
Remote Work
Accounts Associate

Job Responsibility:

- Worked as an accounts associates for Laptop Outlets UK. To manage day to day accounts remotely.

January 2000 to April 2000
Pharmedic (Pvt) Limited (M/s Ahmad Mushir & Co: Chartered Accountants)
Designation: Accounts Officer

Job Responsibility:

- Worked as an internal auditor with Pharmedic (Pvt) Limited from Jan 2000 to April 2000 for and on behalf of my principal firm M/s Ahmad Mushir & Co: Chartered Accountants.

DECLARATION

I hereby certify that the above information is true and correct to the best of my knowledge and belief.

Yours truly

MUHAMMAD NASIR
Email: acc_mnasir@yahoo.com