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| MUHAMMAD AFTAB AHMAD HAIDER | **Address:** Village & P.O Badaber Mohalla Balu  Khel Bala District Peshawar.  Cell no: +92-345-4448777 - +92-300-8893256  E-mail: [aaaftab1@yahoo.com](mailto:aaaftab1@yahoo.com)  [aaaftab1@gmail.com](mailto:aaaftab1@gmail.com) |



⮞Profile Summary:

MBA post graduate with majors in Finance. More than EIGHT years of experience in Accounts and within THREE

years particularly in Audit.

⮞Work Experience:

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| **Admin. & Finance Assistant**  International Organization of Migration (UN-IOM)  20th February 2023 - Present  **Finance Manager**  Sudais Associates Pvt. Ltd.    14th July, 2022 – 1st November 2022  **Finance Manager**  Trans Continental Pharma (TCP)  Cat-D Hospital, South Waziristan  **(a Public Private Partnership)**    13th June, 2021 – 25th June, 2022  Assistant Manager Accounts & Admin.  Agribusiness Support Fund (ASF)  USAID Agribusiness Project (UAP)  26th December, 2011 to 30th November, 2014  **Auditor**  Dilroze Khan & Co. (Rehncy Shaheen) Chartered Accountants    14th January, 2009 to 23rd December, 2011 | Establish payment and receipt vouchers as required.  Bank and Cash Books - Bank reconciliation.  Prepare monthly / annual financial statements & submission to Main Office along with all vouchers.  Responsible for Staff Regulations and Rules for both Officials and Employees.  Prepare travel authorizations and advises on allowances for staff members leaving on duty travel. Attendance & Leave Records and control, maintenance of staff Personal Files.  Verify mileage log and gasoline consumption for the office vehicles.  Prepare Statutory Financial Statements of the company on regular basis.  Manage cash flows (in & out) and forecasting.  Taxation of FBR & KPRA on monthly basis.  Maintaining books of Accounts.  Manage payroll & benefits.  Reconcile bank account and investment statements on monthly basis.  Procurement & its record keeping.  Conducting stock taking on monthly basis.  Maintaining party ledgers.  Maintaining of financial transactions on day to day basis.  Maintaining books of Accounts.  Manage payroll & benefits.  Prepare Statutory Financial Statements of the company on regular basis.  Manage cash flows (in & out) and forecasting.  Ensure maintenance of effective internal controls to safeguard assets.  Check and verify stocks and medicines of every department in the hospital. And foresee proper issuance is made from indoor pharmacy and logistics store.  Verification of income from hospital receipts.  **Accounts:**  Maintaining of financial transactions on day to day basis.  Reconcile bank account and investment statements on monthly basis.  Manage payroll & benefits.  Verifying per diems of employees with travel requests and ensure  payments accordingly.  Manage contracts with consultants and service providers and ensure  payments match contracted amounts.  Ensure filing of periodic returns (Withholding Tax, Sales Tax etc.)  with concerned authorities.  Prepare Statutory Financial Statements of the company on regular basis.  **Administrative:**  Ensuring time attendance, stationary, processing invoices, kitchen supplies, cleanliness and others.  Ensuring proper entries being made in log books (vehicles & generators).  Procurement for office.  Ensure that vehicles, office equipment, air conditions, and generators are kept  in optimum working order through correct usage and periodic maintenance; negotiate repair and maintenance contracts.  Ensure supervision of staff including assistants, cleaners, office boys, gardeners, maintenance staff, drivers and contracted labor and their duty rosters.  Supervise the maintenance of key registers, locks and master keys for all facilities.  Audit Planning for Clients.  Supervision of Audit Team engaged in Audit.  Reviewing of Audited Files and Preparation of Financial  Statements thereof.  Preparation of Books of Accounts and Audit of,   * Government Departments * NGO’s * Public and Private Limited companies   Filing of Income Tax & Sales Tax Returns.  Internal Audits.  Book keeping for clients (when needed).  **Major assignments/audits include;**   * Al-Jasmin (Pvt.) Ltd. * MKB Pharmaceuticals (Pvt.) Ltd. * Mohammad Ali Industries (Pvt.) Ltd. * Pak International Medical College (PIMC) * Peshawar Institute of Medical Sciences (PIMS) * R.G Match Industries (Pvt.) Ltd. * Swat Agro Chemicals (Pvt.) Ltd. * Akbar & Zikria Pipes (Pvt.) Ltd. |

#### ⮞Academic Qualification:

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| **MBA (Finance)**  2005-2008  **B. Com**  2003-2005  **I. Com**  2001-2003  **SSC (Science)**  2001 | Institute of Management Sciences, Peshawar Pakistan  University of the Punjab, Lahore Pakistan  Pakistan International School Riyadh, Saudi Arabia  Federal Board of Intermediate & Secondary Education (F.B.I.S.E)  The Fazl-E-Haq College of Mardan Pakistan  Board of Intermediate & Secondary Education Peshawar (B.I.S.E.P) |

**⮞Professional Qualification:**

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| **PIPFA (Final Level)** | Pakistan Institute of Public Finance Accountants, Karachi |

⮞Certifications:

* 3 months training course certificate in "Microsoft Office Automation".
* 3 months proficiency certificate in English language.

**⮞Skills:**

Accounting Software

MS Office

Basic computer Programming

Basic Computer Networking

Windows Installation

Fluency in English, Urdu and Pashto written / spoken.

⮞Personal Information:

Father Name Shams Haider (Late)

Date of Birth 2nd June 1984

C.N.I.C 17301-9260608-7

Passport BE6976082

Nationality Pakistani

Marital Status Married