

Muhammad Zeeshan

Date of Birth: 09 - Aug - 1982 **Age:** 42 Years
Address: H. No. 1734, St # 11, Sector # I-14/4, Islamabad, Pakistan.
Whatsapp: (92-334) 551 9602 **Cell:** (92-321) 526 3033
Email(s): zeeshanfg@gmail.com



Objective: To lead the organization by being strategic partner of top management team of organization.

Professional Career Summary:

Professional Certification : ICMA (Finalist)

Education : MBA (Specialization in Finance); B.Com

Work Experience	Duration	Organization & Designation
	Aug 2024—to date	Muslim Youth University (My University) as CFO / Treasurer.
	May 2011—July 2024	Barani Institute of Management Sciences as Head of Finance.
	Apr 2008 – May 2011	Global Pharmaceuticals Pvt. Ltd as Assist. Manager Finance.
	Aug 2007 – Apr 2008	Metro Cash & Carry Pakistan Pvt. Ltd as Internal Auditor.

Work Experience

Organization : **Muslim Youth University (MY University)**

Organization Type : Islamabad Chartered University

Designation : Chief Financial Officer / Treasurer

Tenure : August 2024 to date

Location : Japan Road, Islamabad, Pakistan

Area(s) of Experience : Finance & Accounting, Management, Internal Audit, Planning, SECP, FBR

Reporting to : Chairman

Responsibility : Management Reporting, Audit & Assurance, Budget & Forecasting, Leading & Supervision, Incorporation & Post incorporation requirements of SECP, FBR Issues etc.

Span of Control : 4 Finance & Accounts officers.

Brief Job Description :

- Lead the financial operations, including budgeting, forecasting, treasury, financial planning and reporting
- Ensure compliance with accounting principles, regulatory requirements and financial standards
- Identify financial risks and mitigate them through robust risk management strategies
- Monitor and analyze financial performance, identifying areas for improvement
- Implement and maintain robust internal controls and effective financial management software
- Manage the University's investment portfolio, optimizing the use of monetary assets

- Deal with Income & WH Tax Matters
- Manage the liquidity and risks and ensure sufficient cash reserves to sustain ongoing operations
- Preparation of monthly, quarterly/ annual financial statements;
- Conduct of BOG, MOM etc.

Organization : **Barani Institute of Management Sciences**
Organization Type : Education Sector
Designation : Head of Finance
Tenure : May 07, 2011 to July 31, 2024
Location : Murree Road, Rawalpindi, Pakistan
Area(s) of Experience : Finance & Accounting, Management, Internal Audit, Planning, SECP, FBR
Reporting to : Director General
Responsibility : Management Reporting, Audit & Assurance, Budget & Forecasting, Leading & Supervision, Incorporation & Post incorporation requirements of SECP, FBR Issues etc.
Span of Control : 4 Finance & Accounts officers.
Brief Job Description :

- FBR: Dealing with Income & WH Tax Matters.
- Liaison with Tax Consultant with Tax Matters
- SECP: Company Registration & Other SECP issues;
- Ensure all financial reporting is properly reflected in accruals;
- Financial Feasibilities;
- Preparation of monthly, quarterly/ annual financial statements;
- Budgeting and forecasting with periodical controls, variance analysis, management reporting and ensuring compliance;
- Funds management both in Pkr & FC;
- Financial management; Preparation and submission of reports.

Organization : **Global Pharmaceuticals Pakistan Pvt. Ltd**
Organization Type : Manufacturing.
Designation : Assist. Manager Finance
Tenure : April 2008 to May 2011
Location : Industrial Triangle, Modal Town, Hummak, Islamabad, Pakistan
Area(s) of Experience : Finance & Accounting, Management, Internal Audit, Planning, Supply Chain,
Reporting to : Manager Finance
Responsibility : Management Reporting, Audit & Assurance, Budget & Forecasting, Leading & Supervision
Span of Control : 6 Finance officers.
Brief Job Description :

- Ensure accurate and timely recording of journal entries;
- Ensure all financial reporting is properly reflected in accruals;
- Inventory management & Stock taking;
- Monitoring invoicing, payment and recovery;
- Assist in preparation of monthly, quarterly/ annual financial statements
- Budgeting and forecasting with periodical controls, variance analysis, management reporting and ensuring compliance
- Funds and treasury management;
- Financial management;
- Liaison with banks and handling all banking matters;
- Preparation and submission of different reports as per SOP.

Organization : **Metro Cash & Carry Pakistan Pvt. Ltd**
Organization Type : Wholesale Center
Designation : Internal Auditor
Tenure : Aug 2007 – April 2008
Location : I-11/4, Islamabad, Pakistan
Area(s) of Experience : Audit, Accounts & Finance
Reporting to : Manager Internal Audit
Responsibility : Financial Operations, Payroll, Bank Reconciliation, Finalization of Accounts, Audit Facilitation, and preparation of Periodical Reports including Annual Reports
Span of Control :
Brief Job Description :

- Examining major financial transactions before their execution, for approval by the senior management;
- Monitoring invoicing, payment and recovery;
- Reviewing the sufficiency & effectiveness of the accounting and internal control system in place;
- System development for effective operations;
- Controlling corporate financial planning;
- Budgeting and forecasting with periodical controls, variance analysis, management reporting and ensuring compliance;
- Complete information on Products offering & other value-added services;
- Liaison with banks and handling all banking matters;
- Staying up-to-date with the changes in accordance with the products & packages;
- Concentrate on retaining the Business Customers after acquisition;

Internship Experience

Organization : **Pakistan Atomic Energy Commission Foundation.**
Organization Type : Provide Financial Assistance to PAEC Employees
Designation : Trainee / Internee
Tenure : July 2003 – Oct, 2003

Professional Certification & Academic Education

Sr.	Certification / Degree	Institution / University	Specialization / Major	Passing Year
1	ACMA	ICMAP	Management Accounting	Finalist
2	MBA	FUUAST	Finance	2010
3	B.Com	Punjab College of Commerce	Commerce	2003
4	I. Com	Punjab College of Commerce	Commerce	2001
8	Metric	Govt High School	Science	1999

Accounting Software's

Sr.	Skills & Abilities	Proficiency Level	Last Used / Practiced
1	Quick Books	Advance Level	Currently Using
2	BMS ERP (Implemented in BIMS)	Good	Currently Using
3	SAP ERP SOLUTION (Implemented in Global Pharmaceuticals)	Good	2008 – 2011
4	Oracle Financials	Good	2006 – 2008

Computer Skills

Sr.	Skills & Abilities	Proficiency Level	Last Used / Practiced
1	Advance Excel	Excellent	Currently Using
2	Word Processing	Excellent	Currently Using
3	Soft Presentation	Excellent	Currently Using
4	Outlook Express	Good	Currently Using

Professional Attributes

1	Well versed with financial reporting;
2	Should be able to work under pressure and meet strict reporting deadlines;
3	Proficiency in preparation of the Financial Statements as compliant with IFRS;
4	Strong communication, inter-personal and analytical skills;
5	Hands on experience of Internal audit of large scale companies;

Personal Information

Father's Name : Maqsood Ali.
Marital Status : Married
CNIC No. : 37405-0469281-5
Religion : Islam
Language Competency : English, Urdu, Punjabi

References

Sr.	Name	Organization	Know As	Contact No.
1	Shahzad Malik	Shahzad Malik & Co	Managing Partner	(92-333) 5104243
