

SHAIKH MUHAMMAD KHURRAM - CMA

DEPUTY MANAGER ACCOUNTS

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SENIOR FINANCIAL SERVICES/ACCOUNTANCY

Possessing a proven record of working with company of repute and making significant contributions in finance, accounting and Internal accounting controls. Being a part of software implementation team enhanced my software skills. Experience to handle year-end adjustments in trial balance thereon to prepare financial accounts for audit, having exposure of working with all purchase, sales and expense ledgers, statements, GST, withholding tax, cash and bank books.

PROFESSIONAL EXPERIENCE:

- Currently working as "**Deputy Manager Accounts**" in Captain PQ Chemical Industries from 2018 to date. (Started working in CPQ as Asst. Manager Accounts in 2013)
- Joined **ZIL limited** as "Finance Internee" in May 2007 then confirmed & promoted to "Accounts officer" in Jan 2009, afterward successively promoted as "Assistant Manager Accounts" in Jan 2011.

COMPANY OVERVIEW:

Captain Industries is a leading producer of Silicates in Pakistan was founded in 1951 in Karachi, the company today has several manufacturing facilities serving local and global customers.



RESPONSIBILITIES (Current)

Financial Reporting:

- Responsible for overseeing the preparation and presentation of monthly financial reports.
- Analysis of financial data, including key financial ratios, to provide insights into the company's financial performance
- Variance analysis, comparing actual results against budgeted figures and previous periods to identify trends and areas of concern.
- Present the reports to senior management, offering actionable recommendations to improve financial performance and achieve organizational goals.

Costing:

- Responsible for establishing and maintaining an efficient costing system, accurately allocating costs to product.
- Preparation of Gross Margin of each product.
- Cost reduction projects by identifying inefficiencies, implementing process improvements, and negotiating favourable terms with suppliers to enhance overall cost-effectiveness.

Budgeting:

- Lead the annual budget process, working closely with department heads to develop detailed budgets aligned with the company's strategic goals
- Throughout the fiscal year, monitor budgetary performance, conduct variance analysis, and provide regular updates to management.
- Collaborate with relevant stakeholders to address issues and realign activities with budgetary targets, promoting effective resource allocation and cost control.
- By actively managing the budget, ensure that financial resources are allocated wisely to support business growth and achieve financial targets.

Liquidity Management:

- Managing the organization's cash flow to ensure liquidity and meet financial obligations.
- Monitor cash inflows and outflows, optimize cash reserves, and recommend suitable investment options for surplus funds.
- Coordination with various departments to align cash requirements with operational needs.

QUALIFICATIONS:



- Associate Member of Institute of Cost & Management Accountants of Pakistan (ICMAP) since 2018
- Bachelor of commerce from University of Karachi in 2008

COMPUTER SKILLS:



- ERP (Sigma Tech)
- Peach tree
- Microsoft Office (Word, Excel & Power Point)

ACHIEVEMENTS:



- Successfully led the **implementation of Payroll system** within the designated timeline at Captain PQ Chemical Industries (CPQ), ensuring streamlined and efficient payroll processes.
- Recognized for expertise in **Microsoft Excel**, selected as a **Trainer for basic and medium-level training** sessions across the entire organization, enhancing staff skills and productivity.
- Received the prestigious "**Team Achievement Award**" at ZIL Limited for the successful **implementation of the ERP Funds Module**, contributing to improved financial management.
- Played a pivotal role in preparing the **first Profit & Loss Statement on the ERP system** at ZIL Limited, earning a "**Team Achievement Award**" for exceptional contributions.
- Acknowledged with an "**On the Spot Award**" at ZIL Limited for demonstrating efficient and effective **Funds**

PERSONAL INFORMATION:

Date of Birth : 2nd Dec 1986
Nationality : Pakistani
CNIC No : 42201-6176497-5
Languages : English & Urdu

Compliance of Sales Tax & Withholding Tax:

- Supervision to ensure accurate and timely preparation of monthly sales tax & withholding tax return & its payment.
- Liaise with tax consultants to seek expert advice on complex tax matters and respond to correspondence from the Federal Board of Revenue (FBR).
- Supervise the accurate calculation and deduction of withholding taxes in accordance with tax laws & timely deposit of withheld amounts to the relevant tax authorities.

Other Responsibilities

- **Provident Fund:** Manage employee and company contributions, skillfully navigate surplus funds through comprehensive market research, and lead the meticulous preparation of Provident Fund annual accounts, ensuring compliance with rigorous audit standards.
- **Accounts Operations:** Day-to-day accounting operations with a focus on stringent internal controls to minimize errors and fraud risks. Ensure unwavering adherence to accounting principles and company policies, overseeing monthly closings for financial reporting accuracy.
- **Payroll Supervision:** Supervision of employee salaries, benefits, and deductions. Collaborate seamlessly with HR team, addressing payroll-related concerns, and contributing significantly to the annual increment procedure.
- **Monthly Stock Audit:** Monthly stock audits, ensuring accurate inventory records and minimizing discrepancies. Collaborate closely with the production team to reconcile physical stock with system records,
- **Annual Audit:** Collaborate seamlessly with external auditors, providing crucial financial information and supporting documents. Ensure a smooth and efficient audit process, actively participating in addressing queries and implementing recommendations.

Reporting to:

Sr. Finance Manager/GM Finance

Span of Control:

4 assistant

COMPANY OVERVIEW:



ZIL Limited (Formerly Zulfeqar Industries Limited) excels in soap manufacturing with an experience of over 50 years. The company's portfolio consists of renowned brands like **Capri, Palmy & Opal** which make it a leading soap manufacturing company in the country. The company is listed on Pakistan Stock Exchanges

RESPONSIBILITIES:

- Preparation of financial information for senior managers in a clear and understandable manner.
- Preparing the Annual Financial Statement for the Provident Fund, ensuring accuracy and compliance.
- Generating monthly reports on expenses for management to facilitate effective cost management.
- Analyzing material usage, comparing prices and quantities to identify cost-saving opportunities.
- Keeping track of monthly consumption of Raw, Packing Material & General Store inventory.
- Developing price structures for all products to support competitive pricing strategies.
- Assisting in the costing of products, contributing to informed pricing decisions.
- Supervising the fixed assets module in the ERP system, maintaining accurate records.
- Managing the Quarterly, Half-yearly & Annual depreciation/amortization schedules for fixed assets.
- Controlling the budget for fixed assets, optimizing resource allocation.
- Filing monthly sales tax returns with the Federal Board of Revenue (FBR) on time.
- Collaborating with the company's auditors to facilitate smooth audit processes.
- Monitoring the daily funds position (Cash & Bank) to ensure sufficient liquidity.
- Conducting daily and monthly bank reconciliations, ensuring accuracy in financial records.
- Ensuring proper verification of payments and receipts.
- Producing stock reports to support efficient inventory management.

Reporting to:

Finance Manager/GM Finance

Span of Control:

01 assistant