

# Muhammad Ejaz

## Accountant

Islamabad

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An adaptable and open-minded accounting professional with over 5 years of experience, I am excited to join a reputed organization. My superior knowledge in accounting, finance, and auditing makes me a valuable asset to the team. My detail-oriented approach, combined with exceptional organizational and communication skills, allows me to excel in a fast-paced environment. I have a proven track record of consistently exceeding expectations on every assignment, which reflects my commitment to delivering high quality work.

Willing to relocate: Anywhere

## Work Experience

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### Senior Accounts Officer

MAROOF international hospital islamabad - Islamabad

October 2023 to Present

Oversee the accounts payable process, including invoice processing, payment disbursements, and vendor management, ensuring accuracy and adherence to established procedures, and maintaining effective communication with internal and external stakeholders.

#### Job Responsibility:

- Ensure efficient and accurate processing of invoices and payments.
- Review and verify invoices and check requests for accuracy, completeness, and compliance with company policies.
- Reconcile invoices and purchase orders to ensure consistency and adherence to company policies and procedures.
- Coordinate with cross-functional teams to resolve any invoicing or payment discrepancies, fostering effective communication and collaboration across departments.
- Generated aging analysis reports to assess the status of outstanding payments, identifying and addressing any overdue accounts to optimize cash flow management
- Prepare and process electronic transfers and payments, as well as perform regular checks and audits to ensure adherence to financial regulations and company policies.
- Assist in the preparation of financial statements and reports for internal and external stakeholders, ensuring accuracy and compliance with accounting standards.
- Conducted regular vendor reconciliation and resolved any discrepancies, fostering strong vendor relationships and enhancing payment accuracy.
- Conduct regular reviews of vendor contracts and payment terms, negotiating favorable terms and conditions to optimize cash flow management.
- Calculate and prepare final settlements for outgoing employees, including the accurate calculation of salaries, benefits, accrued leave, and any other entitled compensations.
- Administered employee advances and loans, ensuring accurate documentation, timely disbursement, and compliance with internal lending policies and procedures.

- Review timesheets, attendance records, and other relevant data to accurately calculate employee salaries, including regular pay, overtime, bonuses, and other applicable earnings.
- Managed petty cash payments, ensuring proper documentation, approval, and accurate recording of all petty cash transactions.
- Conduct regular bank reconciliations to compare the organization's internal financial records with the bank statements, identifying and addressing any discrepancies or variances.
- Recorded financial transactions on an accrual basis, maintaining accurate and up-to-date financial records in compliance with accounting standards and regulations.
- Coordinate with utility providers to obtain accurate billing statements and invoices for electricity, water, gas, and other essential services.

## **Accountant**

Muller & Phipps Pakistan Pvt. LTD - Islamabad

October 2021 to September 2023

### **Overall Responsibility**

To coordinate, implement, monitor and control Company's financial and accounting policies at the respective Depot for smooth and error-free transactions

### **Key Job Responsibilities**

#### **• FINANCE**

##### **A. FUNDS MANAGEMENT & RECONCILIATIONS:**

###### **i. Fund Management**

Ensure timely transfer of Funds to the Head Office.

Keep constant liaison with the Banks for timely transfer of Funds.

Ensure that no Funds are unduly stuck at the sub-collection and collection accounts.

Ensure proper management of funds at the depot and disbursement against petty cash account.

###### **ii. Bank Reconciliation**

Ensure timely preparation of bank reconciliations of Depot related bank accounts for imprest, sub-collection and collection accounts with accuracy.

Forward the bank reconciliation statements to the supervisor and HO reconciliation team.

Ensure subsequent clearance of reconciliation items.

Ensure that credit is provided by bank against all the deposit slips in time.

Ensure that bounce cheques are timely collected from bank and reported.

Monitor the MIS for inconsistencies on daily basis.

###### **iii. Bank Accounts Management**

To assess the genuine need of opening accounts at the Depots for collection and sub-collection and advising Senior Accountant accordingly.

Resolve various Bank issues arising at the Depot.

Ensure compliance of Bank instructions such as collection of account statements for timely detection of errors, frauds, forgeries, etc., if any, at the Depot.

##### **B. RECEIVABLES**

###### **i. Daily Operating Reports**

Ensure the clearance of deliverymen summaries on daily basis or on return of deliverymen in case of upcountry supply.

Ensure that the deliverymen clearance is discussed with depot manager on daily basis. Immediately highlight the irregular transactions in summary clearance to supervisor. To ensure that cheque facilities are backed by proper approvals. Ensure that relevant SOPs related to the DOR clearance are followed. Ensure that all the records related to DOR clearance are maintained properly as per SOP.

#### ii. Trade Receivable

To monitor and coordinate timely recovery of trade receivables from the Customers/ Institutions to minimize outstanding amounts.

To establish strong controls within department in following the SOPs and credit approvals.

To ensure that all the credits are followed with proper approvals and instructions related

to credit supplies are followed.

Visit customers and confirm their balances on random basis on prior approval of supervisor.

Reconcile customer ledgers, in case of discrepancies.

To ensure the collection of PDC/Receipted invoice against credit and their safe custody.

To ensure that all the SOPs and instructions related to credit disbursement and recovery are followed in true sprits.

To ensure that deviations are timely reported to supervisor and HO receivable department.

To ensure that timelines of HO reporting are followed.

#### C. INSURANCE

To ensure that insurance claims are report to HO.

To ensure that the claims documents are submitted to HO.

To ensure that the outstanding against robberies are cleared from DOR.

To verify the claims related to transit damage.

To participate in destruction of stocks against transit damage.

Ensure that documents related to transit damage are submitted to HO in time.

#### • ACCOUNTS

##### A. PREPARATION OF PETTY CASH VOUCHERS

To ensure proper preparation, checking and recording of petty cash vouchers, with correct accounting codes and timely submission to head office.

To ensure that all the petty cash vouchers are dully signed by himself, depot manager/ ADM and JDO / Cashier.

To ensure proper supporting documents are enclosed with approval and totals should be matched with petty cash vouchers total.

All vouchers should be prepared as per SOPs provided by HO.

##### B. MONITORING OF STOCKS /INVENTORY

To carryout stock taking and timely submit the stock discrepancy report to Head Office.

To ensures that there is no undelivered stocks/inventory lying at the warehouse.

##### C. MONITORING OF FIXED ASSETS

To carryout periodic fixed assets counts with embossed tag codes by comparing fixed assets with HO inventory sheet and should report to HO accordingly.  
To ensure Assets for proper tagging and arrange to tag them with assigned Tag codes sent by HO pertaining to new & existing Fixed Assets.

#### D. BUDGETING

Submit the budget estimates with accuracy, correctness & completeness.  
Monitor the expenses with allocated budgets throughout the year.

#### E. PRINCIPAL BILLING

To properly check & verify of all principal schemes approved by the concerned competent authority (including, bonus & discounts).  
To check and verify the suspense file and ensure that all the entries are recorded in time at the month end and that the expiry deduction procedures are following according to principal policy.  
To ensure timely and correct preparation of RRs and other inventory related documents at depot.

#### F. PAYROLL RELATED MATTERS

To coordinate with HO on issuers related to employee's payroll matters.  
To prepare salaries payable reconciliation in coordination with HO Payroll.  
To ensure that all the advances (if any) are reported to HO and settled in the current month salary.

#### • PROFESSIONAL & SELF DEVELOPMENT

Make a conscious effort to find out work deficiencies.  
Discuss with seniors to find ways to overcome the deficiencies, if any.  
Highlight self-training and development needs, in consultation with immediate supervisor, to improve professional competencies.  
Learn and apply new knowledge and skills to enhance business results.  
Project a favorable Company image by adopting ethical practices, converse courteously; dress-up appropriately, etc.  
Training & development of staff under supervision.

#### • MISCELLANEOUS

To ensure that internal control are in place in all the depot operations.  
To ensure that all the SOPs related to depot operations are followed in true spirits.  
Highlight and discuss the internal control leakages with supervisor.  
To furnish all the required reports on the requirement of seniors at Head Office after

discussing the same with supervisor.  
To ensure that the time lines of HO reporting are followed.  
Any other task/role assigned by the supervisor.

### **Assistant Manager Accounts and Finance**

Neelum Communication- (Special Communication Organization- Franchise) - Muzaffarabad  
October 2018 to October 2021

- Operate computers programmed with accounting software to record, store, and analyze information.
- Check figures, postings, and documents for correct entry, mathematical accuracy, and proper codes.

- Perform personal bookkeeping services.
- Record, manage, monitor, and control the finance which includes cash flow, banking operations, taxation, audit, fixed assets, purchasing, contracting, payroll etc.
- Ensured the financial rules, regulations and control are in place.
- Preparation of financial reports i.e., monthly statements encompassing all the aspects of financial transactions on a regular basis.
- Coordination of project specific procurement activity, compliance with applicable policies and regulations
- Maintain Financial Control over project activities.
- Prepared and administered the payroll to ensure that employees are paid in an accurate and timely manner.
- Perform payroll functions, such as maintaining timekeeping information and processing and submitting payroll.
- Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals.
- Collect and deposit money into accounts, disburse funds from cash accounts to paybills or invoices, keep records of collections and disbursements, and ensure accounts are balanced.
- Prepare and mail checks.
- Train and assist staff with computer usage.

## Education

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### **Master's in Finance**

University of Azad Jammu & Kashmir - Muzaffarabad

December 2015 to August 2019

### **Bachelor's in Commerce**

The university of punjab - Lahore

August 2013 to October 2015

## Skills

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- Microsoft Excel (5 years)
- Microsoft Word (5 years)
- Accounting
- Bookkeeping
- Accounts Payable
- Microsoft Outlook
- Accounts Receivable
- General Ledger Accounting
- Payroll
- Budgeting
- Communication skills (10+ years)

## Languages

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- English - Expert
- Urdu - Fluent

## Certifications and Licenses

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### **Driving license**

May 2023 to May 2028