

Hafiz Muhammad Anas Ijaz

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Availability: Immediate
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Summary	Latest Position:	Senior Accountant
	Reporting to:	CFO
	Company:	Orcalo Holdings
	Work Experience:	+9 Years

ACCA with 9 years of experience in Management Accounting, Financial Reporting, Linear Programming & Costing across different industries. Ability to work with teams, proven record of delivering results, commitment, drive a creative spirit, high moral standards & personal integrity, ability to prove myself hard working, good time management skills & a problem solving attitude.

Professional Qualification Associated Certified Chartered Accountancy (A.C.C.A)

Work Experience

May 2022 – Present

Orcalo Holdings – (UK Based)

Lahore - Pakistan

Senior Accountant - Evening Shift

This Company is active in I.T section (Development and distribution of various software) all over UK. Reporting to UK CFO and the Country Head in Pakistan and managing a regional Accounts department worth 10 personnel.

December 2020 – Present

Pak Shahid Developers

Lahore - Pakistan

Chief Accountant - Day Shift

This Company is active in Construction Industry (Development of various Govt. and Private Construction Projects) all over Punjab region in Pakistan. Reporting to CEO & the Chairperson directly and managing an overall Accounts department worth 15 personnel.

December 2018 – December 2020

LEO Communications (Pvt.) Ltd

Lahore - Pakistan

Manager Finance

This Company is active in Media Broadcasting (Operating Various Local Television Channels) all over Pakistan. Reporting to CEO (Director) & the CFO and managing a team of Accountants worth 06 personnel.

August 2015 – October 2018

Zenith Associates (Abattoir & Livestock)

Lahore - Pakistan

Assistant Manager Finance

This Company is active in Raw Meat processing & distribution all over Pakistan and other countries like Malaysia as well.

Reporting to the Manager Finance & to the 5 Directors and managing a team of Purchase & Sale while being a member of a Finance team worth 09 personnel.

March 2014 – July 2015

Descon Technical Institute

Lahore - Pakistan

Accounts Officer

This Company is active in Training & Development of Engineers , also a subsidiary company of **DESCON** (The Construction company).

Reporting to the Senior Accountant and was a member of the Accounts team worth 20 personnel.

June 2013 – July 2015

CFE Group of Colleges (ACCA Campus)

Lahore - Pakistan

Academic Support Officer - ASO (Evening Batches)

Following are some tasks being performed during these jobs:

- Manage financial systems & budgets.
- Liaise with clients (Individual or business) & provide financial information & advice.
- Review the company's systems & analyze risks, Perform tests to ensure accuracy of financial information and systems.
- Ensuring proper maintenance of accounting records & assess their accuracy and completeness.
- Ensuring the timely completion of Bank Reconciliations & Vendors/Clients Account Reconciliations followed by taking appropriate and corrective actions.
- Prepare financial statements including monthly & annual accounts. And prepare reports for the board of directors to assist in decision making.
- Supervise and lead the preparation of annual budgets, operating budget, capital expenditure budget and Performa financial statements
- Preparing the Cash flows and projections.
- Liaise with internal & external auditors (where applicable) and deal with any financial irregularities as they arise.
- Apply payments and collection procedures on outstanding invoices.
- Liaise directly with trading customers & suppliers to negotiate terms.
- Prepare Receivable / Payable analysis report for all accounts and report to the senior of any discrepancies or problems identified.
- Supervise the Productivity of the team and arrange scrum calls for task handover and a follow up.
- Research work on new upcoming projects regarding the financial structure and feasibilities.
- Basic knowledge of WHT & Sales tax with practical experience.

Also worked as a Cost Analyst where I was responsible for:

- Planning, Studying, and collecting data to determine costs of business activity such as raw material purchases, inventory and labor.
- Analyzing changes in product design, raw materials, manufacturing methods or services provided, to determine effects on cost.
- Analyzing actual manufacturing costs and preparing periodic reports comparing standard costs to actual production costs.
- Recording cost information for use in controlling expenditures
- Making estimates of new and proposed product costs
- Providing management with reports specifying and comparing factors affecting prices and profitability of products or services.
- Maintaining Cost Accounting System by ensuring accuracy of information in General Ledger at month end closing.

Working On Excel / Spreadsheets

Profitability reports
Cash flow analysis / Budgeting reports
Other Various type of reports

Projects handled (Accounts & Finance)

- * Zenith's annual Eid-ul-AzhaQurbani projects
- * ARUJ Entertainment
- * Filmazia / LTN Family, Filmworld, Filmax
- * Construction of UVAS –Lahore
- * PRIMACO - Lahore
- * PHATA (Naya Pakistan) – Okara
- * Buzz HR - UK
- * Care Library - UK
- * Clock Log - UK

Accounting Software Knowledge

ERP systems
CMC systems
QuickBooks
Peachtree
Time Doctor

Relatable knowledge

Professional & Corporate Ethics
Business analysis
Management Accounting
Costing Techniques
Financial Reporting
LUCID / MIRO Presentations

Abouts

Integrity / Honesty / Hard working
Self-Motivation
Professional attitude
Ability to manage deadlines
Team working ability

Academic Qualification

- | | |
|----------|---|
| ➤ ACCA | SKANS College of Accountancy - LAHORE |
| ➤ ICS | Govt. Degree College (Boys) – Sheikhpura |
| ➤ Matric | National Model Higher Secondary School - Sheikhpura |

Personal Information:

Father's Name: Ijaz Ahmad Chughtai | **DOB:** 17th Nov 1991 | **Married**