

## **MUHAMMAD ZEESHAN BABAR**

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### **CAREER OBJECTIVE:**

To leverage my diverse skill set comprising financial reporting, financial management, planning, budgeting and financial modelling in order to instrumental the success of employer organization and groom myself to high standard of professionalism and hence become a market leader and role model in the profession.

### **EXPERIENCE:**

#### **Al-Noor, Al-Mutatawarah (Est.) [Automotive Concern Trading Co.]**

[November 2014 to Present]

#### **Accounts Manager**

- Experience of Multi-soft ERP (Specialized for Automotive Industry)

### **ACHIEVEMENTS IN CURRENT ROLE**

- Design & implementation of Standard Operating Procedures (SOP's);
- Introduction of KPI's Performance Indicators;
- Restructuring the Organizational Finance Department;
- Establish the Internal Control system in the organization.

My role is to assume the stewardship in Accounting & Finance Function.

#### **A. Ensure the timeliness, accuracy and integrity of Daily Financial Transactions:**

1. Oversees and directs Multi-Soft accounting activities, including general ledger, accounts payables and accounts receivables.
2. Manages accountants and periodically reviews general ledger entries, verifies accuracy and compliance with the established rules and accounting principles, and ensures that all entries are supported with valid documentation.
3. Performs period end and year end closing of books.
4. Ensures reconciliation is performed monthly, quarterly, and at year-end closing (i.e. adjusting, closing and reversing entries, consolidation).
5. Design, Implementation & Monitoring of internal Controls (Both Financial & Operational)
6. Preparation of Budgeted forecast and Financial Analysis
7. Financial review of Contracts and other documents;
8. Developing relations with key Customers and Suppliers

#### **B. Financial Reporting:**

1. Prepares the monthly, quarterly and year-end financial reports and detailed variance analysis.
2. Communicate and explain accounting issues and evolving accounting guidance to the management team.

### **C. Payroll:**

1. Maintains payroll guidelines by writing and updating policies and procedures.
2. Oversees the payroll payment processing to the personnel in coordination with HR and Administration function. (Calculation of Vacation & Final Settlements as per Company's Policies).
3. Revises all monthly entries against approved documents e.g. employee leaves, personal loans, various deductions and corrects possible errors to secure accuracy of the payroll process.
4. Review and verifies all payroll transactions on the system according to the standard workflow moving them to the next approval level to ensure timely disbursement of salaries.
5. Checks the correctness of different employee payments including sales commissions either through payroll run or Quick pay to guarantee precision of calculations.

### **D. Fixed Assets:**

1. Recommend to management any updates to accounting policies related to fixed assets.
2. Assign tag numbers to fixed assets.
3. Manage the fixed assets registration and physically observations
4. Planning the fixed assets investment
5. Calculate depreciation for all fixed assets.
6. Review and update the detailed schedule of fixed assets and accumulated depreciation.
7. Supervise the periodic physical counts of fixed assets.
8. Conduct analyses related to fixed assets as requested by management.

### **E. Stocks:**

1. Stock count of inventory planned and managed
2. Application of ABC analysis for stock count
3. Supervised the stock count
4. Mentoring the store team about management of stock

### **F. Budgeting/Decision Making:**

1. Preparation of Budgeted financials and measures against subsequent performance.

### **F. R.A.N.T.S. & Co. (Chartered Accountants) -**

[December, 2013 to August, 2014]

**Assistant Audit Manager.**

- Experience in SQL server based ERP (Pearl Solution)
- Knowledge and experience of Scarlet software (ERP based) of accounts

My responsibilities during this job were

- Planning and execution of audit work
- Selection and mentoring of audit team members
- Meetings with different executives about different matters
- Review of audit work done by the team members
- Finalization of audit reports
- Reporting to the senior management and directors

## **F. Majid & Co. (Chartered Accountants) -**

[April 01, 2010 to September 30<sup>th</sup>, 2013]

**Senior Auditor.**

I have gained the extensive experience in audit, assurance, business advisory services, and special assignments rendered to various national, multinational, public and private companies engaged in different industries. This comprised of analysis and review of financial and non-financial information and reporting thereon both in individual capacity, as a Team Leader, and as a team member in the Audit section Of my firm.

In addition to the above, I also have gained experience in taxation services including but not limited to tax management and preparation & e-filing of tax returns.

### **EXTERNAL AUDIT & INTERNAL AUDIT ASSIGNMENTS:**

#### **A. MANUFACTURING CONCERN**

- Textile Sector
- Leather goods Sector
- Telecommunication Sector
- Energy Sector
- Automobiles& Automotive Sector
- Packaging Machines
- PPRC Pipes
- Electric Industries
- Food Industry
- Ice Cream Sector
- Beverages ( Knowledge about process and filling of bottles)

#### **B. SERVICES CONCERN**

- A chain of Restaurants and Bakeries(Gourmet Pakistan)
- Transport Services company)
- Waste Management (OZPAK ) Joint Venture company of Lahore Waste Management Company (LWMC)& OZKARTALLAR (Turkish company);
- Services (A project of Punjab Govt. & German Govt.)
- Non Profit Organizations (Hospital)
- Funds (Provident Fund, Workers' Profit Participation Fund etc.)

### **INCOME ESTIMATION:**

I have also been working as income estimator during my articles. These services provided me a great exposure of understanding the nature of the business processes, accounting and control systems of small scale businesses as well as large concerns. Following categories are included in the experience;

- Textile Company
- Beverages
- PPRC Pipes Lines
- Electric Industries

### **SPECIALTIES**

- Financial reporting framework for manufacturing and services sector
- International Financial Reporting Standards (**IFRS**)
- International Standards on Auditing (**ISAs**)

- Financial Analysis and Managerial Finance (Budgeting)
- Corporate laws and practices

### **PROFESSIONAL & ACADEMIC QUALIFICATION:**

<b>CA (Finalist Mod E)</b>	<b>Chartered Accountancy in Process (Finalist)</b> Institute of Chartered Accountants of Pakistan (ICAP)
<b>2003</b>	<b>Bachelors in Commerce (B.Com)</b> University of the Punjab (Lahore)
<b>2001</b>	<b>F.SC (Pre-Engineering)</b> Board of Intermediate & Secondary Education Lahore.
<b>1997</b>	<b>Matriculation</b> Board of Intermediate & Secondary Education Lahore

### **INFORMATION TECHNOLOGYSKILLS:**

Sound knowledge of Windows (2007 & XP versions) and  
 Good command in MS Office 2007, 2010 & 2013  
 Web browsing and Internet surfing

### **TRAINING /WORKSHOPS ATTENDED:**

- Successfully completed in house seminars and courses of F. Majid & Company (Chartered Accountants) and ICAP relating to audit approach, review of internal controls, audit techniques and accounting and auditing standards and Code of Corporate Governance according to new worldwide Horizon and its implementation.

### **CERTIFICATES:**

- Completed the 90 Hrs. CCPT (Computer Course of Practical Training of MS Office) from SKANS School of Accountancy
- Completed 100 Hrs. PSTC (Personal Skills Training Course) from SKANS School of Accountancy

### **PERSONAL INFORMATION:**

- DOB January 24, 1981
- Status Married
- Aqama Transferable
- Nationality Pakistani

### **HOBBIES:**

- Reading
- Sports

### **REFERENCE:**

It will be submitted on demand

