

## Mubasshir Hasan Madni

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## Professional Summary

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**Associate Member of SOCPA** along with extensive experience in the field of finance more than 16 years having educational background in finance also the multiple accounting software expertise (Quickbooks, Peachtree, Sage 50 and Busywin) and enriched with MS Office works. I have strong command to build a strong accounting procedure also the costing & budgeting techniques to give a nice standing position to organization.

## Skills

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|------------------------|--------------------|
| • GAZT Compliances     | VAT & TAX Advising |
| • Financial Reporting  | Financial Analysis |
| • Accounting           | Finance            |
| • Financial Accounting | Managerial Finance |
| • Internal Controls    | Auditing           |
| • Forecasting          | Budgeting          |

## Experience

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### FINANCE MANAGER

Dec 2021- Present



- Financial advising for building integrated financial solution and structure of smooth transaction flow within company environment
- Advisory on GAZT compliances and Taxation policies to update and coop up with legal authorities
- Project Cost controlling and reporting to stock holder
- Financial reporting and budgeting to avoid uncertainties for future endeavors
- ERP development and advising on various modules of software development
- Cyber Security Compliance support services within company, Auditors

### FINANCE MANAGER

Jan 2019- Dec-2021



### HILAL AL ARABIA CONTRACTING CO. LLC.

- **GAZT compliances** acknowledgment and responding well in time related to (VAT, WHT & ZAKA) updating company account according to the requirements of GAZT.
- VAT & REVENUE Critical analysis to stream line Tax accounting, also to present the report into VAT & ZAKA department.
- Auditor's Selection and support in Audit process with verifications and Auditor's qualification justification with proper documents and procedures under IFRS.
- All company reports furnishing and for submissions direct to **President/CEO**.
- Analyzed Financial Statements against forecasts and prepared high-level variance analysis.
- Developed Innovative Macros in Excel to improve the process analysis and save time.
- Prepared Audit documents and promptly responded to the Audit queries.
- Prepared monthly reconciliation of bank accounts and taken proactive/corrective actions on the deviations.
- Prepare the Quarterly **VAT return** support and online submission.

- Recommend costs effective measures for cutting cost and prepared detailed cost reports to review with managers of project to ensure full understanding and adherence to their respective budget.
- Managed site financial reporting, which included P&L and balance sheet, managing of assets, labor efficiency reporting, budgeting and forecasting as well as labor, material and overhead variances.
- Tracked, analyzed and forecasted overhead spend to budget and overhead rates.
- Responsibilities includes tracking and reporting for sales growth, cost savings, project effectiveness and comparing actual to plan.

**Senior Finance Executive**  
**ALABBAD CONTRACTING GEN. EST. – Kingdom of Saudi Arabia**

**Jan 2016-Dec 2018**



- Development & implementation of accounting policies along with QuickBooks V.15.0
- Project budgeting & costing, determine the best resources to be profitable.
- Review collection reports to determine the status of collections and the amounts of outstanding balances.
- Develop or analyze information to assess the current or future financial status of firms.
- Supporting in supply & chain documentation, assistance in vendor prequalification process.
- Writing of legal & professional draft (Contracts, Agreement, MOU, Joint Venture etc)
- Projection estimation & projection with technical feasibility.

**Senior Accounts Executive**  
**SIEMENS – Lahore**

**Nov 2013-Dec 2015**  
**SIEMENS**

- Establish procedures for custody or control of assets, records, loan collateral, or securities to ensure safekeeping.
- Review reports of securities transactions or price lists to analyze market conditions.
- Evaluate data pertaining to costs to plan budgets. Product costing & inventory controlling.
- Evaluate financial reporting systems, accounting or collection procedures, or investment activities and make recommendations for changes to procedures, operating systems, budgets, or other financial control functions.
- Review collection reports to determine the status of collections and the amounts of outstanding balances.
- Develop or analyze information to assess the current or future financial status of firms.
- Import Documentation and foreign payment processing & ensure the Financing availability for organization to fill gap of funds by bank's credit facilities (R.F, SBLC & other credit facilities).
- Filing of sales tax & Income tax returns.

**Accounts & Finance Executive**  
**ESS & ESS ENTERPRISES - Lahore**

**May 2011-Nov 2013**

- Managing all operations & preparing the Final Accounts of Parent company & partnership firm.
- Calculate, prepare, and issue bills, invoices, account statements, and other financial statements according to established procedures.
- Compile budget data and documents, based on estimated revenues and expenses and previous budgets.
- Financial planning for the organization with coordination of banks (Over Draft & Running Finance Limits).
- Perform financial calculations such as amounts due, interest charges, balances, discounts, equity, and principal.
- Complete and submit tax forms and returns, worker's compensation forms, pension contribution forms
- Oversee the flow of cash or financial instruments.

**Accounts Associate**  
**IFI CONSULTANTS – Lahore**

**Oct 2010-April 2011**

- Preparing final Accounts and reviewing the reconciliation of banks.
- Managing the Accounts Receivables.
- Dealing with banks regarding the funds transfer and all the proceeds.
- Ensuring the daily sales and its reporting.
- Payment receipts and its acknowledgement.
- Research work on local credit reports specially on financials.

**Accounts Officer & Internal Auditor**  
**HALAL FOOD PVT LTD - Lahore**

**Jul 2009-Mar 2010**

- Handling all the purchases for production.
- Warehouse stock checking & authorized for final stock report.
- Assisting warehouse Officer on stock reports.
- Internal auditor of two branches & cost reports generation Cash book handling.
- Classify, record, and summarize numerical and financial data to compile and keep financial records, using journals and ledgers or computers.

- Debit, credit, and total accounts on computer spreadsheets and databases, using specialized accounting software.

**Accounts Assistant**  
**TECHLOGIX PAKISTAN PVT LTD - Lahore**

**Jan 2006-Aug 2007**

- Classify, record, and summarize numerical and financial data to compile and keep financial records, using journals and ledgers or computers.
- Check figures, postings, and documents for correct entry, mathematical accuracy, and proper codes.
- Prepare bank deposits by compiling data from cashiers, verifying and balancing receipts, and sending cash, checks, or other forms of payment to banks.
- Reconcile or note and report discrepancies found in records.

**Education**

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**MBA - BANKING & FINANCE**  
**University of Central Punjab - Lahore**

**Oct 2010**

Achieved score **3.11 CGPA**

This program is based on specialized banking & Finance courses with the current or upcoming implications of regulatory body. Thesis on "Determinants of Stock Market Fluctuation".

**B.COM - COMMERCE IT**  
**Hajvery University - Lahore**

**Dec 2005**

Achieved score **3.10 CGPA**

This program is self described related to accounts basics and statistics course as well. The technology in touch in forms of different software and application to work efficiently.

**Certification**

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**School leavers IT Program**  
**Punjab Information Technology Board**

**May 2001**

Achieved score Grade A

This course is all about the introduction of operating system, MS Office, Internet browsing & searching.

**IT Skills**

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|--------------|----------------------|
| • MS Office  | • Peachtree          |
| • Quickbooks | • Sage 50 Accounting |
| • Busywin    | • Oracle Financial   |

**References**

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|--|--|
| • M.Javaid Iqbal Khan - Chartered Accountants<br>Javaid Jalal Amjad & Company<br>+923008433902 | • Shahbaz Tabassum - Finance Manager<br>Siemens<br>+923224027363 |
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