

## Naveed Imran

### CMA-Finalist

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### PROFESSIONAL PROFILE

More than 10 years of experience in IT, Trading, manufacturing & service industry, successful track record and experience of independently planning and handling of finance, accounts.

Have expertise in managing the financial affairs of any entity including the financial statements preparation and presentation in compliance with International Financial Reporting Standards (IFRS) and Local regulations.

### CORE COMPETENCIES

- Good management and Leadership skills, having ability to lead associates.
- Ability to work independently.
- Strong knowledge of manufacturing, trading & Service sector.
- Having ability to manage the funds and operations of the company efficiently.
- Having good command on Financial Statement Analysis and on Financial Reporting.
- Having good command on manufacturing/Product costing .
- Having ability to implement Information System (System Development).

### PROFESSIONAL EDUCATION

- Institute of Cost & Management Accountants of Pakistan- CMA Finalist.

### EMPLOYMENT HISTORY

SEP 19 to Present	Artisans Contracting & Trading as <b>Manager Finance &amp; Accounts</b>
Feb 14 to SEP 19	MIA Holdings SPC as <b>Asst: Manager Finance and Accounts</b>
Feb.11 to Jan.14	Tajdare Madina Travels & Tours as <b>Manager Accounts.</b>
Jan.09 Jan.11	Tabba Heart Institute as <b>Accounts Officer.</b>
Apr.06 to Jun 08	Euro Insdustires Pvt Ltd as <b>Regional Accountant.</b>

**Artisans Contracting & Trading As Manager Finance and Accounts**

**(SEP 2019 – Present )**

**Artisans Contracting & Trading** is engaged in trade & Supply of Commercial Kitchens Equipment's, Interior Fit outs, civil & Steel Fabrication works.

#### **Key Responsibilities:**

- Manage Banks & Funds
- Manage Suppliers & Payments
- Manage Sales & Receivables.
- Manage inventories.
- Manage Payroll.
- Manage Project Wise Reports
- Manage Project Cost & Variance Reports.
- Manage ERP Related Issues
- Manage Monthly Financials.
- Manage annual Audit .
- Manage VAT Filing.

**MIA Holdings :** MIA Holdings is a Group Based in Bahrain , KSA & Pakistan , The Company is currently engaged in Hospitality, contracting, industrial, trading, IT and professional service activities.

**Key Responsibilities:**

- Manage Group Banks & Funds
- Manage Group Suppliers & Payments
- Manage Group Sales & Receivables.
- Manage Group inventories.
- Manage Group Payroll.
- Manage Group Inter & Intra Company Accounts.
- Manage Food Cost, product costing & Variance analysis.
- Manage Group Monthly Financials.
- Manage ERP Implementation Issues.
- Manage annual Audit For Group.
- Manage VAT Implementation

**Key Responsibilities:**

- Manage Accounts payable function; prepare creditors
- Reports & Fortnightly reconciliations.
- Accounts receivable function, prepare debtor reports accurate invoicing as per vouchers.
- Manages closing of financial records financial statements.
- Record revenue / Expenses on accrual bases.
- Bank Reconciliation statement.
- Fortnightly Report to CEO regarding Sales & receivables, Purchases & Payables, including Fortnightly BSP Payments

**Key Responsibilities:**

- Manage Fixed Assets Register, Preparing Monthly Depreciation Schedule, (Physical verification of Assets on annual audit).
- Manage Purchases & Vendors.
- Managing Weekly Bank Accounts Reconciliation.
- Assisting Manager in monthly closing of financial records and posting of month end information.

**Key Responsibilities:**

- To handle books of Accounts i.e. general Ledger, Cash Book, Debtors, Creditors, Sales Register.
- Inventory Management
- To prepare Monthly Bank & Debtors Reconciliation Statements
- To Manage Receivables and Payables at Budgeted levels.
- To Manage Stock Level throughout the Month, Monthly Report to Manager regarding recurring expenses for Analysis / variance analyses.
- Assisting Head Office in Preparing Monthly Budgets
- To prepare Monthly Financial Statements i.e. Income Statement and Balance Sheet

## ERP & MS OFFICE CONCEPTS

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### Hands on experience with the following ERPs:

Peachtree Accounting System

Quick Books Accounting System

ETAS ( Electronic Travel agency accounting System)

Tally ERP 9

	<b>Certification / Degree</b>	<b>Institution / University</b>	<b>Specialization / Major</b>	<b>Passing Year</b>
1	CMA (Stage-5 )	ICMAP	Management Accounting	2012
2	B.Com	University of Punjab	Commerce	2003
3	F.S.C	F.G College Quetta.	Medical	2000
4	Matric	D.G Khan Board	Science	1998

## PERSONAL INFORMATION

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**CPR** : 831412194  
**Birth date:** : 23 Jan 1983  
**Nationality:** : Pakistani  
**Driving License** : Valid Bahrain License  
**Languages:** : Urdu, English  
**Marital Status** : Married