Curriculum Vitae

**MOHIUDDIN QURESHI**



Flat 09, Building 101, Road 1302 Block 313 Manama, Bahrain

Contact Numbers: +973 37776641

E-mail: qureshimohi@hotmail.com

**OBJECTIVE**

A qualified professional looking to join the team. Bringing 10 years of experience across various industries to help in effectively and accurately analyzing tax returns, income statements, balance sheets, and other financial reports. I possess a diversified exposure in the field of Accounting, Finance, Banking and Real States.

**EXPERIENCE**

* Worked as a **Chief Accountant** in Bokhowa Contracting & Trading WLL. Bahrain from June 2013 till April 2020. So far I have handled:
	+ Systematic Implementation of accounting policies and procedures
	+ Cash Flow Forecasting
	+ Open LCs, LGs and Performance Bonds from the Bank.
	+ Arrange for Equity and Debt financing
	+ Procurement and Logistics for Construction Projects.
	+ Monthly Bank Reconciliations for All Company Bank Accounts.
	+ Inventory Control and yearly Stock Count through External Audit.
	+ Manage Receivables and Payables from Clients and Sub Contractors.
	+ Project wise Budget allocation for Construction Projects.
	+ Prepare Quarterly and Annual Budgets.
	+ Timely preparation and submission of VAT to National Board of Revenue.
	+ Handle Annual Audit for the Company through KPMG and TAGI
	+ Monitoring Mall Expenses as per the Monthly Budgets.
	+ Preparation of Lease Agreements and Property contracts.
	+ Review Payroll Sheets for Overtimes and deductions.
	+ Preparation of Financial Statements Cash Flow, Income Statement and Balance Sheet.
	+ Generate Management Reports on Monthly and Quarterly basis.
* 3 Years’ Experience in Bullseye360 Company Private Limited-Advertising and Media Company Karachi as **Finance Manager**. My job Responsibilities were:
	+ Monthly Financial Reporting to Director Operations
	+ Analysis of Financial Plans for Brand Activation projects
	+ Project Base Profit and Loss Statements
	+ Preparation of Monthly Payroll for the Company.
	+ Preparing Aging Schedule for Account Receivables as per Credit Policies
	+ Preparation of Bank Reconciliation and Trial Balance
	+ Preparation of Financial Statements as per IFRS
	+ Financial forecasting on Monthly, Quarterly and Annual Basis
	+ Management of Cash Flows & Funds as per the requirement of Business
	+ Preparation of Income Statement and Balance Sheet
	+ Maintenance of Proper Books of Accounts
	+ Inventory Control and Stock Management
	+ Maintenance of Fixed Asset Schedule
	+ Preparation of Budgets
	+ Income Tax, Sales Tax and monthly with Hold Taxes
	+ Comparative Analysis on yearly Profit and Loss.
* 1 Year Experience in Allied Bank Limited Karachi as **Management Trainee Officer** **OG-II**. My job Responsibilities were:
	+ Short & Long term Loan financing
	+ Inward and Outward Clearing
	+ New Account Openings
	+ Deposit Mobilization
	+ Issuance of Cheques Books
	+ Request, Issuance and Activation of ATM Cards
	+ Authorization of Cheques for Encashment
	+ Running Day-End Process of the Branch
	+ Co-ordination with Head Office on CIB Report for the Client
	+ Effective management of Clients Debit and Credit cards

**MAJOR STUDY AREAS**

* Costing & Budgeting
* VAT Implications & Taxation
* Financial Management
* Project Management
* Corporate and Legal Affairs
* Stocks & Inventory Management
* Financial Analysis & Reporting

**OTHER SKILLS**

* Present Hand on Experience ERP **SAP Business One Accounting Software.**
* Certificate course on **Making Reports & Presentations** from ICAP.
* Certificate course on “MS-Office i.e. **WORD, EXCEL, POWER POINT**".
* Certificate on **“Speed and Accuracy at Work”** from Bridge Institute Bahrain.
* **Executive VAT course** Affiliated with Lancaster University, UK 2019.
* Attended 3 days’ Workshop on “Business Management Makeover” in 2019 at Mercure Grand Jebel Hafeet, Al Ain, UAE organized by DXN Malaysia.
* Practical Working Experience of Tally ERP 9, Excel, Diamond, Optimum Payroll Software and ABL Banking Software.
* Awarded Employee of the year in 2015 by Bahrain Government through Bahrain Labor Union Federation.
* Awarded Employee Appreciation Certificate by Saar Mall Bahrain in 2017 for Excellency in the field of Accounts and Finance.
* Certification Training on Safety & Work Ethics in 2014 conducted by OSHA USA.
* Business Letter and Report Writing.
* Sound Communication & Management Skills.
* Leadership Abilities and Excellent Interpersonal skills.
* Reading magazines on Finance and Economics.
* Ability to handle multiple tasks and meet deadlines.
* Knowledge of Different Sports, Politics and Current Affairs.

**ACADEMIC BACKGROUND**

* Master’s in Business Administration (M.B.A.) 2008
* Bachelors in Commerce (B. Com) 2005
* Chartered Accountancy (CA) -Foundation & Intermediate 2004
* Intermediate 2002
* Matriculation 2000

**PERSONAL INFORMATION**

Father Name : Dr. Naimuddin Qureshi

Date of Birth : May 19, 1985

Nationality : Pakistan

Passport No : ED4917601

Residence : Bahrain

CPR No : 850593697

Marital Status : Married

Field : Management, Banking, Real State, Accounts & Finance

 Total Experience : 10 Years

**LANGUAGES**

* English Speak, Read and Write
* Urdu Speak, Read and Write
* Arabic Read and Write

**REFERENCES**

* + - References can be furnished on request