

# Muhammad Jamil Younis ( ACMA)

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## Profile Summary

Presently working as Accounts Manager in **Al Wasmiya Tent House W.L.L (Bahrain)** and handling accounts of **Al Wasmiya Tent House and Day Nine Restaurant since Feb 2020**. Al Wasmiya Tent House and Day Nine restaurant both are managing by same owner.

Competent professional worked in a multinational firm and equipped with almost two years of experience in book keeping, Accounts & Finance and Auditing. Expertise in establishing rapport with stakeholders, solidifying Audit Processes, dealing with multicultural clientele and delivering client satisfaction. Carries strong aptitude in Audit and Accounts through provision of training and has an innate prowess of dealing with numbers and closing figures of Financial Statements. A person with the ability to set job priorities, handle multiple tasks and meet deadlines. Possess excellent communication, leadership, presentation, time management and interpersonal skills.

One thing that I want to share is that Super Financial Limited is operating in UK and having two sister companies Accountax Support Limited and Mortgage on Limited, Sister companies are also operated in UK and having sub offices in Lahore Pakistan, Moldova, Spain.

## STRENGTHS

- ✓ Statutory Accounts
- ✓ Management Accounts
- ✓ Consolidated Financial Statements
- ✓ Internal Audit
- ✓ Sage 50 Accounts
- ✓ Sage 50 Payroll
- ✓ Sage Personal Tax
- ✓ Quick Book
- ✓ Budgeting and Forecasting
- ✓ Management Reporting
- ✓ VAT Returns
- ✓ Microsoft Excel

**Manager Accounts :    Al Wasmiya Tent House W.L.L.**  
**(Feb 2020 to Date )**

- ✓ Responsible for overall accounts
- ✓ Identifying, developing and directing the implementation of business strategy.
- ✓ Planning and overseeing implementation of accountancy system and policies.
- ✓ Advising managers at all levels and assisting management in the improvement of internal controls.
- ✓ Responsible for Vat Filing.
- ✓ Dealing with suppliers.

**Internal Auditor:    Super Financial Limited, Accountax Support Limited, Mortgage On Limited**  
**(September 2017 to Sep 2019)**

- ✓ Evaluating and improving the effectiveness of governance, risk management and control processes.
- ✓ Delivering quarterly internal audit report to the Director.
- ✓ Dealing with HMRC investigations on clients.
- ✓ Doing tax planning for clients to be the most tax efficient.
- ✓ Incorporation of companies.
- ✓ Cultivating the company's reputation in the market and with customers and suppliers.
- ✓ IT development, implementation
- ✓ Management Accounts for Sole Traders, Partnerships and Limited Companies
- ✓ Involved in planning and organizing the organization's activities to achieve targets.
- ✓ Finalisation and submission of clients statutory Accounts to Companies house and HMRC.
- ✓ Reviewing for submission of Self-Assessment tax return to HMRC.
- ✓ Responsibility of payroll department
- ✓ In charge of leading, motivating and developing the management team.
- ✓ Liaising with officials of government departments and regulatory bodies.

**Senior Accountant:    Hotel Akbar's Kinara (The Chenab Resort) Gujrat, Pakistan**  
**February 2011 –August 2017**

- ✓ Handling cash and bank accounts as per SOPs of the organization.
  - ✓ Book Keeping of organization in Quick book software.
  - ✓ Managing Petty Cash account and Cheque Books.
  - ✓ Managing staff expenses, getting approvals and processing payments for expenses.
  - ✓ Recording project related expenses/purchases in the appropriate project ledgers
  - ✓ Preparing vouchers, getting approvals and filing in the relevant files
  - ✓ To Perform any other relevant tasks assigned by the management
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## Education

### **PROFESSIONAL QUALIFICATION**

**Cost and Management Accountant of Pakistan (ACMA)**

**June 2013**

### **ACADEMIC QUALIFICATION**

MPhil Mathematics	3.15/4.00	2015-2017
M.Sc Mathematics	668/1200	2004-2006
BSc (Double Math, Physics)	399/800	2001-2003
I.C.S	619/1100	1999-2001
Matriculation	606/850	1997-1999

## I.T. Skills

- Ms Office Suite with advance excel
- QuickBooks

## Personal Details

Nationality:	Pakistani
Marital Status:	Married
Driving License:	Bahrain & Pakistan
Languages:	English ,Urdu , basic of Arabic & Punjabi
Visa Status:	Valid upto 11 <sup>th</sup> April 2021

## References

References: Will furnish upon request