

Muhammad Asif Jamil

M.COM, MBA Finance

Accounts & Finance Professional

Diversified experience in Accounts, Finance & Payroll. Start professional career in May-1999. Over 10 years in Telecom Industry & 7 years in Banking Industry, hardworking & dedicated, adaptable to environment with positive working attitude.



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WORK EXPERIENCE

MCB Islamic Bank Ltd.

Department Head- SAP Payroll & HR Financial Services

Jan-2016 - Present,

Achievements/Tasks

- Preparing & management of large Payroll of 3000 staff.
- Calculation of OT/Commissions & incentives.
- Deduction and filling of Income Tax.
- Posting Salary expense to Oracle (GLs) and its reconciliation.
- Off cycle payroll payments and its reconciliation.
- Resolution and guidance to employee queries with respect to income tax and financial payments.
- Preparation of different analysis and dash boards,
- Liaison with different Auditors.
- Employee final payments & separation benefits.

Alshamrani Group, Jeddah, KSA.

Group Accounts & HR Manager

- Manage ledger balances Accounts Payable / Receivable.
- Review time sheets and calculate wages and compensation.

Pakistan Telecommunication Co. Ltd.(ETISALAT)

01-2005 to 12/2015,

Sole Telecommunication Company in Pakistan

Manager Payroll & Compensation, Assistant Manager Accounts & Finance, AM – Budgeting.

Achievements/Tasks

- Payment to outsourced companies.
- Payment to different vendor, its reconciliation.
- Monthly closing - Management of monthly cash management.
- Preparation of various data and share with financial reporting team.
- Prepared of monthly income and expenditure report.
- Improved cost management by improving cost allocation. Helped organization prepare and implement budget.

Pak Mais Company - Nanyab Foods Products - Trans med Corporation

Group Accounts / Finance Officer

- Preparation of income statement & balance sheet - Inventory Management - Maintain various ledgers & aging.
- Product costing & prepare LC for imports.

SKILLS

Payroll & Compensation

HR Financial Services

Accounts Receivable/Payable

Bank Reconciliation

Budgeting and Forecasting

Income & Expenditure

Variance Analysis

General Ledger

SAP FICO & SAP HCM

Time Sheets

Pre Audit vendor invoices

MS Office

Analytical & Problem-Solving skills

Monthly Closing Entries

Financial Analysis

Gratuity/ EOS

ERP

Internal Controls

Advance Excel User

DEGREES & CERTIFICATES

MBA - Finance 2001



M.COM

1998



SAP HCM Certified 2016
Certificate ID: 0016008358



LANGUAGES

Urdu

Native or Bilingual Proficiency

English

Professional Working Proficiency