

# MUZAMMIL AHMAD

Contact: +971562202460

Email: [muzuuae@gmail.com](mailto:muzuuae@gmail.com)

Valid UAE Driving License

Notice Period: Immediate



## CAREER PROFILE:

- M.COM with 10 years' experience in Manufacturing Industry with Experience in Costing, Production Accounts, Budgeting, Forecasting, Cost Control, Data analysis, Inventory Control, Supply Chain Management, Reconciliations
- Operational and Reporting experience in ERP software such as Microsoft Dynamics AX, Oracle, Tally ERP, Wizmen
- Detail-oriented, Deadline Oriented, Innovative team player possessing excellent Leadership, interpersonal, team motivating skills with analytical mind-set for process improvement, system analysis and problem solving skills.
- Strong Written and Oral communication skills and well versed with Microsoft Office Suite Applications

## PROFESSIONAL WORK EXPERIENCE:

**Organization:** Mohamed Hilal Group (UAE & GCC)

Mohamed Hilal Group is a manufacturing and retailing business with over 130 retail stores in the GCC dealing with Luxurious brands of Perfumery, Skin Care, Cosmetics, Leather Products, Watches, Jewelry and Restaurants

**Tenure:** February 2014 – May 2022

**Designation:** Cost Accountant/Senior Accountant



### Responsibilities (Cost Accountant) December 2018 - Present

- Close supervision of day to day operations and Manufacturing Process, Production Costing and Overhead Controls
- Ensure the Accuracy and Compliance of Financial Transactions as per Accounting standards and set Procedures
- Analyzing the Manufacturing Cost of every single batch and make sure the Material consumption as per set BOM
- Comparison of Actual Work Order Cost with Standard Cost and highlight the variance either over/under absorption
- Periodic cycle count of inventory in production and central warehouse for Raw Material, Packing, Finished Goods
- Ending the Production orders by examining & verifying the cost and quantity consumption as per the defined BOM
- Estimate the Project Cost / Standard cost of Product, Observer and report the Production Costing and wastage
- Analyze and investigate the reasons for under/over absorption in work orders and prepare the wastage report
- Prepare the monthly Profit & Loss Statement, Balance Sheet, Cash Flow, Market Payable, Advances & Receivables
- Independently Completion of Year End Audit from providing the Trial Balance till getting the Financial Statements
- Computation of Input and Output VAT of whole Group (multiple entities) and File the monthly VAT Return in Time
- Month End & Year End Reconciliation of Accruals, Provisions, Security Deposit, Inventory Obsolescence Allowance
- Monthly Review of Budgeted Production VS Actual and analyze the Actual Cost of Production against Budgeted.
- Monitor the daily receiving of material, purchase invoicing, stock movements and supply chain management

### Responsibilities (Team Leader of Inventory & Assets Control Team) June 2017 to November 2018

- Oversee the inventory levels of businesses, prepare reports for stock on hand, consumption and stock valuation
- Worked with Supply Chain and Logistic team to make sure that inventory is organized, on shelves and well-stocked
- Review the material receiving and issuance documents and ensure stock movement updated and posted in system
- Scheduled and Spot Checking visits for Retail stores, Restaurants, Factory, warehouses and reporting the variance

- Periodic comparison between System Stock vs physical counted stock and submit the variance report with remarks
- Getting the management approvals for stock adjustment of variances and update the system stock for valuation
- Prepare inventory aging and obsolete reports and communicate the unused excessive stock to write off

#### Responsibilities (Accounts Receivable Accountant) Feb 2014 – May 2017

- Perform day to day financial operations regarding retail sales recording, verifying, classifying, computing & posting
- Validate the Point of Sales (POS) transactions with customer collection via cash, credit cards, vouchers or discount
- Documentation of sales return (Credit Note) and resolving the discrepancies of credit card refunds or double swipe
- Securing revenue by verifying and posting receipts of Corporate & Consignment Sales from invoicing till collection
- Computation of Monthly Commission for Sales Staff, Sales Supervisors, Brand Managers based on monthly Targets
- Subsidiary Accounts Reconciliation, Sales Reconciliation, Bank Reconciliation and Trial Balance Reconciliation

#### Organization: Gulistan Group of Companies (Pakistan)

(A leading well known Textile Group of Companies engaged in business of Textile, Spinning, Weaving, Dyeing, Stitching), and Power Generations)

Tenure: October 2011 – January 2014

Designation: Accounts Payable Accountant



#### Responsibilities:

- Provided assistance in preparation of annual company accounts and reports for the Internal and External audit
- Posting of Vendor Invoices and Supplier Reconciliation of our System figures with their Statement Of Accounts
- Prepare Supplier and Expense Payments (advance/credit term) and getting approval from internal auditors
- Deduction of Sales tax (VAT), income tax and subsequent forwarding to the concern public organizations (FTA)
- Managing the Payable & Receivable accounts, Prepare the aging analysis reports and submit to Finance Manager
- Prepare the Landed Cost Sheet of import Materials and making payments to Custom Clearing / Freight Agents
- Maintain the proper Filing of Local and Import Documents and present to external auditors as supporting
- Finalize the monthly purchases and Report the inventory Consumption as Category wise and Cost Center Wise
- Update the spreadsheet (Excel) for tracking the Vendor Payments and Advances in Market and receiving of stock

#### ACADEMIC EDUCATION:

DEGREE/CERTIFICATION	EXAMINING BODY:	YEAR
Masters of Commerce (Finance)	Hailey College of Commerce, University of Punjab	2011
Bachelor of Commerce	Al Syed College of Commerce, University of Punjab	2009

#### CERTIFICATION/ ADDITIONAL SKILLS:

- O **Microsoft Dynamics AX** (8 Years of Experience in GL, Payables, Receivables, Fixed Assets, Inventory, Bank)
- O **Financial ERP Wizmen** (2 Years of Experience in Payables, Payments, Bank and Inventory Management)
- O **Financial Oracle** (1 Year of Experience in Payables, Receivables, Inventory Management)
- O **Microsoft Office** (All Versions, esp. MS Excel, MS Word, MS Power Point, and Outlook)

#### TRAININGS & WORKSHOPS:

##### Tally ERP, Peach Tree, QuickBooks

Year - 2013

- Successfully Passed the Certifications from Skill Development Council of Pakistan

##### Microsoft Office Training

Year - 2013

- Intermediate and advance levels of Microsoft Excel Workshop

#### REFERENCE:

Reference will be furnished on demand.