

ANAS MAHMOOD - CPA, AFA, MIPA, CFM

CONTACT

-  +971522515865
 anas.cpapk@gmail.com
 Dubai, UAE (3 Months Visit Visa)
 www.linkedin.com/in/anascapk

EDUCATION & CREDENTIALS

Professional Qualification / Member of three International Accounting bodies:

1. **CPA** - Institute of Certified Public Accountants, Pakistan
2. **IFA** - Institute of Financial Accountants, United Kingdom
3. **IPA** - Institute of Public Accountants, Australia

CFM - Certified Financial Modeler
Financial Modeling, Lexicon, IFA UK

PGDPA - Post Graduate Diploma in Public Accounting

B. COM - Bachelors in Commerce Accounting and Commerce Graduate

CIMA - Chartered Management Accountant - Part Qualified

VAT (UAE/GCC) - Value Added Tax
UAE KHDA Attested

MS OFFICE

FUNCTIONAL SKILLS

Tax / VAT Returns and Accounting
Statutory and Regulatory Reporting
Financial Statements Preparation
Management Reporting
Accounts Finalization / Closing
Accounts Payable and Receivable
Accounts Reconciliation
Operations Management
Supply Chain Management

PERSONAL DETAILS

Date of Birth : August, 1984
Nationality : Pakistani
Marital Status : Married
Driving License : UAE and Pakistan

FINANCE, ACCOUNTING AND TAX PROFESSIONAL

Certified Professional Accountant with a history of accurately and efficiently supporting accounting and financial activities for a diverse range of organisations at UAE and Pakistan. Involved in Tax, Management, Accounts, Financial & Regulatory Reporting and Consultancy.

PROFESSIONAL WORK EXPERIENCE

HEAD ACCOUNTANT

Innovative Integration (Pvt) Ltd • Pakistan • February 2010 - Present

- Manage all day-to-day Finance, Accounts, Tax and other functions including Regulatory and Tax Return filings, Management and Administration, HR and Payroll-related matters.
- Ensure the success of the monthly and annual closing process, including direction of the team's responsibilities such as analyze accounts, journal entries, account reconciliations, etc.
- Collaborate with Consultants to ensure full Compliance with Governing bodies.
- Negotiate Accounts Payable vendors for payment terms, reduce costs & improve cash flow.
- Monitor processing of Accounts Receivable transactions, oversee the Billing & Collection.
- Manage overall Logistics from UAE and other countries, coordinating Vendors and Custom clearing agents for the arrangement of Import with the Analysis of Custom Duties and Taxes.

ASSISTANT ACCOUNTING MANAGER

Innovative Technologies • Pakistan • August 2009 – January 2010

- Monthly General Ledger closing, passing necessary journal entries to make system more accountable. Analysis to achieve validation of Reports & ensure accuracy of all transactions.
- Reviewed on weekly basis the customer & supplier aging reports and ensured proper follow up are done to customers to collect any outstanding. Reviewed purchase requisitions for the acquisition of supplies and their payments.

ACCOUNTANT (SENIOR)

Tameer Holding Investment LLC • UAE • December 2007 – July 2009

- Performed Month-end close which includes review and prepare adjustment journal entries, generating and maintaining Financial Statement Reports.
- Supervised subordinates in the Allocation of the Expenses and the Verification of Vendors' Invoices for adequate authorizations along with computation and accuracy.
- All parties and Intercompany Accounts Reconciliation with monthly statements analysis.
- Monitored employees' GL accounts. Performed reconciliation and analytical reviews of all payroll accounts. Coordinated with HR department for Payroll processing.
- Performed Fixed Asset accounting such as asset capitalization, transfers, and disposals. Maintained Fixed Asset Register as well as monthly Depreciation.
- Worked with Group Financial Controller in the preparation of consolidated monthly Financial Statements and various related reports of different business units.
- Assisted external auditors in preparing schedules required for Financial Statement Audits.

ACCOUNTANT

Al Manal Development • UAE • June 2007 – November 2007

- Prepared bank and cash payment and receipt vouchers with issuance of suppliers' cheques.
- Prepared reconciliations of account payable, receivable and bank.
- Worked on Accounting Software and on MS Excel for data management.
- Assisted Senior Accountant and Chief Accountant in many tasks as assigned.

OTHER TRAININGS

ERP (Oracle Financial Systems)

Excel - Spreadsheet Formulas for Finance

Business Reporting in MS Excel

Certificate of Computer Practical Training
for Chartered Accountants

ASSISTANT ACCOUNTS MANAGER

Knitwear Industries • Pakistan • February 2005 – May 2007

- Book keeping and maintenance of all records up to Trial Balance.
- Process and verify the Payroll of around 200 employees.
- Maintain Cash and Bank book & its reconciliation.
- Prepare bank/cash payment and receiving vouchers.
- Reconciliation of Debtors' & Creditors' accounts with monthly Statements.
- Prepare Sales Tax Register and prepare monthly Sales Tax returns.

SOFT SKILLS

Multitasking

Fast Learner

Proactive

Hardworking

Trustworthy

Team Management

Customer Service

Professional

Passionate

People Management

LANGUAGES

English

Urdu

Hindi

Arabic (Reading)

FREELANCE WORK EXPERIENCE

CORPORATE AND TAX CONSULTANT

eTax Consultants • Pakistan • March 2012 – Present

- Registering new companies/businesses and providing all business Legal, Regulatory, Corporate governance and Compliance, Accounting and Tax advisory services to clients including Information Technology, Restaurants, Engineering and Contracting Companies.
- Corporate and Individuals Tax Returns filing for monthly, quarterly and annual Income and Sales Tax / VAT and preparation of other related schedules.
- Customs Import and Export Services with GD Filing, Taxes and Duties Analysis.

ACHIEVEMENTS

- Arranged successful Trade Credit of AED 5 Million from Vendors in UAE through negotiating and building good relationship to facilitate improved Cash Flow.
- Improved Interdepartmental Communication to facilitate improved Operations and Reporting.
- Reduced time, necessary to file various Monthly, Quarterly and Annual Tax / VAT Returns, Monthly and Annual Financial statements, by 50% by scheduling and enforcing deadlines.
- Re-designed Chart of Accounts to facilitate improved Management Reporting.
- Established Monthly Financial Reports to have the Transparency of the Business Transactions for the Management.
- Established Reports for Project based Costing in order to apply Appropriate Margin in accordance with industry norms.