

Muhammad Afzal

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Review of Professional Career:

A professional journey over 20 years' with an exceptional track record of accurately handling financial Accounting and Reporting, financial controlling, annual budget, fund/grant management and clearance of annual and donor audits with internal / external auditors like BDO Chartered Accountants, Deloitte Yousuf Adil, Chartered Accountants, Ford Rhodes Chartered Accountants and KPMG etc. within national and international development and non-profit organizations in deadline-oriented environments.

Skills and Achievements:

- ❖ Skilled in all aspects of reconciling & compiling accounts and ensuring accuracy and completeness of data according to audit standard.
- ❖ Expertise in developing and delivering monthly, quarterly financial and donor reports for senior management as well as for donors within tight deadlines.
- ❖ Proven ability to identify and implement improvements to streamline accounting / payment processes and increase efficiency and productivity through financial policies.
- ❖ Develop financial guidelines and financial policies for better improvements.
- ❖ Smoothly Clearance of Annual Statuary and Donor Audits & other assignments as per international accounting standards with internal and external auditors in deadline-oriented environments.
- ❖ Capacities building of staff enhance performance to achieve the goals with professional ethics of teamwork, dedication, ownership, and sincerity.
- ❖ Good leadership qualities and a team player, independently manage & lead the finance team; supervise, guide and coach them in execution of their day to day job responsibilities.
- ❖ Excellent computer skills: proficient with **Microsoft Word, Excel, Power Point, Tally ERP system, Sun Vision XL, and Vision Executive** and able to learn other proprietary systems/applications quickly and easily.

Strengths & Core Expertise:

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|---|--|--|
| • Monthly/Quarterly /Annually financial and donor Reports | • Annual Budget Preparation | • Monthly Financial Statements |
| • Reconciliation of Accounts Payable/ Receivable | • Preparation new budget proposals according to management and donor requirements. | • Reconciliation of donor reports. |
| • Complete Review of monthly Balance Sheet Accounts. | | • Clearance of Annual Statuary and Donor Audits on time. |

Professional Experience:

Company: **Marie Stopes Society** (It is an ISO 9002 Certified National Enterprise, working for Women & Child Health Care in Pakistan and a partner organization of **Marie Stopes International-U.K.**)

Position: **Consultant Finance and Controlling**

Tenure: Since October- 2018 to December 2020

Position: Senior Manager Accounting and Finance Controlling

Tenure: Since March 1996 to September 2018.

Key Contributions with the position of Consultant Finance and Controlling:

- Supervises for month end procedures, including reconciliations, journal entries, supporting schedules and monthly Financial Reporting with accuracy and efficiency.
- Enforce accounting and financial controls and closely monitor accounting functions and review of all balance sheet items, income & expenditure, and update all debtors and creditors on monthly basis.
- Support Controller with reviewing, implementing, and enforcing accounting systems, policies, and procedures.
- Review the Accuracy of transaction posted into system by accounts team.
- Prepared and delivered to management, under extremely quick turnaround timelines, accurate monthly, quarterly, and annual financial statements with narratives, different financial analysis.
- Follow ups for the settlement of outstanding advances and liabilities of vendors, Review of aging schedule of Receivable & Payable etc.

Key Contributions with the position of Senior Manager Accounting and Finance Controlling:

- Prepare quarterly and yearly financial statements with Financial Control Analysis and ensure statements reflect accurate calculations and adjustments.
- Implement improvements to streamline accounting / payment processes and increase efficiency and productivity through financial policies.
- Act as custodian of financial and accounting processes, policies, and procedures at the clinics / projects.
- Preparation of Quarterly Financial donor Reports by comparison of actual budget.
- Responsible of Finalization of Annual Accounts as per International Accounting Standard.
- Finalization of Annual / Donor Audit with the coordination of External / Donor Auditors on agreed timelines.
- Performed financial scan / internal audit at each center once in a year.
- Preparation of Grant and Funds Reconciliation on monthly basis.
- Provide support to preparation of new budgets proposals for donors as well as organization's annual budget.
- Developed financial policies and procedure according to audit standards.
- Supervising financial reporting of 70 centres in all over Pakistan; visiting different centres to resolve their financial issue and ensure adherence to the Policy and Procedures under Financial Guidelines.
- Directly supervises 5-8 Employees within the Accounting Department..

Company: M/S, Progressive Technical Associate. (Sales and services of Air conditioners)

Tenure: Since June 1994 to February 1996.

Position: Accounts Executive

Key Contributions:

- Preparation of Sales invoices, Bank reconciliation on daily/monthly basis & postings.
- To maintain Fixed Assets register with calculation of depreciation expense, Prepayments, Aging for Receivable against income, & Outstanding Advances schedules, Settlement of Advances.
- Collect and gathered W.H Tax challans from clients and submitted to Tax Consultant on regular basis.
- Coordination with suppliers/clients regarding their issues/queries.
- Smoothly Clearance of Annual Statuary Audit with external auditors Tanzeem & Co.

Computer Expertise:

- Excellent understanding of Microsoft Office Programs like Excel, Word, Power Point & Outlook.
- Financial Modeling From Skill Development, Business Intelligence Tools On Advance Excel, Microsoft Office, Power Point, Sun System And Familiar With Microsoft Dynamic AX (ERP System).

Software	Level	Last Used / Experience
Tally ERP System	Intermediate	Currently using
SUN System with Vision xl Vision Executive 5.1.5 and 6.1	Intermediate	Used more than 10 years
Opera Pegasus	Intermediate	10 years ago / Used for 5 years
MS Office	Intermediate	Currently using (Including advanced tools of Excel)

Professional Training / Skill Development Courses:

- **IAS & IFRS –Workshop** conducted by the Consultant of **Pakistan Institute of Management (PIM)**, Ministry of Industries and Production Govt. of Pakistan on October 2020.
- **Advanced Business Intelligence Tools Using Excel 2016 / 2019** Conducted by **AYK Technology**.
- **How to develop Leadership skills** Venue at Bangkok Thai land in May-2014.
- **Financial Modelling Using Excel as a Tool** Conducted by **Niche**.
- **Certificate in “Development course for Accountant”** from **Pakistan Institute of Management (PIM)**.
- **One week Refresher Training on SUN System, Vision XL & Vision Executive Version 5.1.5. SPI.**
Trainer:: **Mr. Michael Baah and Jude Keya (Overseas Finance Manager)**
Marie Stopes International – United Kingdom, v Venue at Bangladesh.

Academic Credentials:

Qualification	Year	Institution
MBA Finance	2016	MBA (Finance) with 90 Credit hours which is equal to MS / M-Phil. From, Khadim Ali Shah Bukhari Institute of Technology, Karachi-Pakistan (KASBIT)
Bachelor of Commerce	1992	University of Karachi.
Intermediate with Science	1988	Board of Higher Secondary Education Karachi
Matriculation with Science	1985	Board of Secondary Education Karachi

Personal:

Father's Name : Muhammad Bunnay Khan (Late)
Date of Birth : June 06, 1966 as per CNIC but actual is 18 Feb 1969.
Religion: : Islam
Domicile & P.R.C. : Karachi (Sindh)
Marital Status: : Married
Mother Tongue: : Urdu
Nationality: : Pakistani
N.I.C.: : 42201-3733065-7
Reference: ` Furnished on Request