

MUHAMMAD JAHANGIR ALWANI

Address: 3-E, Flat-602, Amaan Residency Nazimabad No. 3 Karachi - Pakistan

Contact: +92333 3317480; **Landline:** +92213 6618803; **Email:** Jahangiralwani@gmail.com

SENIOR MANAGEMENT PROFILE - ACCOUNTS & FINANCE MANAGEMENT

Seeking a top level managerial assignment with an organization of repute to add further business value

Executive Synopsis

- ♦ Diligent, result-oriented, and senior professional offering a lucrative and well round experience of 11+ years in a wide spectrum of *Finance and Accounts Management* with prestigious organizations.
- ♦ Currently spearheading efforts with *HTL Trans (Pvt) Ltd.* as a *Manager Finance & Company Secretary*.
- ♦ Possessing an international experience of *HTL Logistics Ltd.(Colombo, Sri Lanka)*
- ♦ Authoritative subject knowledge and experience in planning and execution of major financial and company audits.
- ♦ Established competence in process enhancements and implementing financial controls.
- ♦ Proven expertise in effectively interacting with management, employees and sub-ordinates, efficiency in problem solving, and excellent creativity.
- ♦ Communicate with overseas agents globally for the settlement of payables and followup for receivables.
- ♦ Comprehensive experience in financial systems, business processes and internal control environment, and top level management reporting including group CFO and Country Manager.

MBA (Master of Business Administration) from Iqra University (Main Campus).

CORE COMPETENCIES

Planning & Execution of Audit Assignments | Process Enhancements | Financial Controls | Financial Analysis | Cost Accounting | Budgeting | Operational & Financial Reviews | International Accounting Standards (IAS)

Personal Attributes

Progressive thoughts | Visionary and analytical mindset | Problem solving capabilities | Excellent creativity | Effective liaison with management, employees and sub-ordinates | Practical understanding of financial systems, business processes and internal control environment | Articulate oral and written communication skills

Professional Experience

Manager Finance, HTL Trans (Private) Limited, Karachi, Pakistan, Feb 2011 onwards

Key Responsibilities:

- ♦ Reported to Country Manager & Group Financial Head and supervised a team of 6.
- ♦ Supervised the preparation of monthly management & financial accounts meant for group reporting purposes.
- ♦ Mediated with statutory authorities, auditors, tax consultant, and bankers.
- ♦ Analyzed and examined the Fixed Asset Register.
- ♦ Appraised the financial and operational systems and the supporting information systems of the company as regards inclusion of budgeting, tax planning, treasury, and cash management matters and control receivables.
- ♦ Evaluated and examined appropriate internal controls and advocated improvements.
- ♦ Supported and guided juniors in performance of routine jobs of analyzing and overseeing payments and other vouchers.
- ♦ Monitored the performance of various departments with a close observation.
- ♦ Documented the Company Processes and systems as ISO 9001:2008 policies and procedures.

Key Accomplishments:

- ♦ Certification in CargoWise Certified Specialist.
- ♦ Implementation of a Cargo customized ERP software (EDI Cargo) for easy access Financial and Operation reporting in Global Offices around the world.
- ♦ Management representative (MR) for ISO 9001:2008.

Senior Accounts Officer – Treasury & Finance, Al- Abbas Sugar Mills Ltd., Karachi, Pakistan Mar 2006 to Feb 2011

Key Responsibilities:

- ♦ Preparation of monthly, quarterly, half yearly and annually projected cash flow for planning of financial surprises and reducing financing cost.

- ♦ Monitoring & maintaining of daily bank flows for controlling and making report for Group Director Finance.
- ♦ Monitoring mark ups and principles of long term and short term financing.
- ♦ Planning for purchasing sugarcane from growers and follow up from banks for cash financing against pledge of sugar bags.
- ♦ Proper monitoring of fund transfers to sugar & cement site for salaries, cane & other misc payment.
- ♦ Follow up sales of sugar and ethanol on their respective dates and reduction of overdraft.
- ♦ Dealing with creditors and arrangement of funds
- ♦ Monitoring of bank reconciliation statements and leasing amortization tables.
- ♦ Email communication with other industrial units and banks to clear many operation & financial issues.
- ♦ Monitoring of receipts and payment vouchers.
- ♦ Supervision and review of the work carried out by the staff.

Key Accomplishments:

- ♦ Promoted as Assistant Manager Treasury from Sr. Accounts Officer in return to devote the appreciated efforts to manage and implement the best suitable solutions system.

Senior Accounts Officer, Al- Abbas Cement Industries Ltd., Karachi, Pakistan

Key Responsibilities:

- ♦ Reported to Manager Finance & Accounts.
- ♦ Handled a team of 2
- ♦ Checking of accrued bills of up gradation of plant, general purchase & transportation bills on their proper cost centers.
- ♦ Maintain records related to payrolls.
- ♦ Follow up for bank mark-ups & their installment on quarterly basis.
- ♦ Review bank reconciliation, parties' reconciliation & inter branch reconciliation on their priority basis.
- ♦ Handled every other work assigned by the superiors.

Promoted as Accounts Executive, Liberty Energy Private Limited, Karachi, Pakistan July 2004 to Mar 2006

Key Responsibilities:

- ♦ Responsible for Income Tax returns on monthly and quarterly basis.
- ♦ Responsible for Monthly Sales Tax and Other related issues.
- ♦ Responsible for daily cashbook, payments and other journal vouchers.
- ♦ Monitor & maintain creditors account.
- ♦ Assistance for overseas recovery & payments.
- ♦ Email communication with the other business units to clear many operation & financial Issues.
- ♦ Responsible for all bank accounts & bank reconciliation.

Previous Assignments

- ♦ **Liberty Mills Limited**, Karachi, Pakistan, **Assistant Auditor**, Mar 2004 to June 2004
- ♦ **Astra Super Market**, Karachi, Pakistan, **IT & Inventory Controller**, Jan 2001 to Feb 2004

Professional & Academic Credentials

- ♦ **MBA in Finance | Iqra University- Main Campus | May 2019**
- ♦ **Bachelor of Commerce | University of Karachi | Dec 2005**
- ♦ **Diploma in English Language | The Linguistic Center (TLC) | Apr 2004**

Trainings Attended

- IATA Training Workshop
- CargoWise Certified Specialist
- Professional Skills & Time Management
- Understanding Income Tax (ICAP) 2011
- IRCA registered Lead Auditor training course on Quality Management System based on ISO 9001: 2008 (Bureau Veritas)- 2012

Technical Skills

- ♦ Adept in the utilization Microsoft Office, Windows, Internet, and other applications.
- ♦ Applied knowledge in using EDI CargoWise, Tally 9, Oracle 12I and customized software's of VB.
- ♦ Networking concept of Domain & Workgroup together with familiarity in Computer Hardware.

Date of Birth: 01st Jan 1984; **Languages Known:** English, Urdu, Memon; **Passport No.:** BJ 8104161; **Marital Status:** Married; **Religion:** Islam; **Community:** Memon; **References:** Available Upon Request