

MUHAMMAD JEHANGIR

- **LinkedIn:** <https://www.linkedin.com/in/muhammad-jehangir-869326199/>
- **Cell:** +966-570092633 • **Email:** mjehangir71@gmail.com
- **Location:** Riyadh - Saudi Arabia

PROFESSIONAL SUMMARY

To significantly contribute to the success of a progressive organization with a focus on overall management, where I can synergise my past experience commensurate with my academic qualification and build strong foundations. Highly competent and versatile Accounting, Tax and Auditing Professional with extensive experience in the core accounting, reporting, and regulatory compliance systems for high growth organizations. Results-oriented and self-driven professional with communication and leadership skills, and the ability to adapt quickly to change. Looking for Account and Finance-related job within a company that offers flexibility and opportunity to grow both personally and professionally.

CORE COMPETENCIES & SKILLS

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|--|---------------------------------|--------------------------|
| • Financial & Management Accounting | • Book Keeping | • External Auditing |
| • Internal Auditing | • Compliance of Tax Notices-VAT | • Teamwork |
| • International Financial Reporting-IFRS | • Bank reconciliation | • Account Reconciliation |
| • Accounts Receivables and Payables | • Financial analysis | • Journal Entries |
| • QuickBooks, Odoo, MS Office, Microsoft Dynamic and Power BI. | • Internal Controls | • Adaptability |
| • Cash flow, Budgeting, Financial | • Data Analysis | • Profit & Loss |
| | • Fixed Assets | • Balance sheet |
| | • General Ledger | • Financial Reporting |
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PROFESSIONAL EXPERIENCE

Carbless LLC (Riyadh KSA)

June 2023 – Present

SENIOR ACCOUNTANT

Key Responsibilities:

- Preparing Monthly Financial Statements under IFRS as endorsed by SOCPA for Company
- Foodics System sales and inventory review for the work of junior team.
- Working as team member for VAT calculation.
- Inventory management and supplier reconciliation.
- Monthly budgeting and forecasting.
- Closing of monthly accounts and respective entries.
- Bank Reconciliation and Aggregator reconciliation like Hungerstation and Jahez
- Worked on Internal audit of a Food and beverage daily supply.
- Receivable and payables reconciliation and reporting.

Fit & Fun Group | Pakistan – (Play land, Investment, and software house)

March 2021-to April 2023

MANAGER ACCOUNTS & FINANCE.

Key Responsibilities:

- Preparing Financial Statements under IFRS for all three companies on monthly bases.
- Compliance of Tax Notices and monthly filing of VAT Returns, Withholding Statements and Income Tax Returns.
- Leading the team for POS Implementation in 3 branches of play land.
- Successfully registered our company with Pakistan software Export Board for export of digital services.
- Successfully registered Foreign Direct Investment of our company with State bank of Pakistan.
- Liaison with import department for LC arranging and import of products and export of services.

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- Preparation of budgeting and forecasting for monthly sales and related expenses.
 - Review bank Reconciliation Statements prepare by team member.
 - Implement new strategies for sales and achieve up to 7 million per month target.
 - Inventory and cost managements and food and beverage managements of all 3 branches.
 - Review Sales on monthly bases for their commission distribution and new strategy for sales increase with CEO.
 - Successfully achieve the implementation of new 'POS' in Group.
 - Liaison with import department for LC arranging and import of products.
 - Prepare receivable strategy report for receivables collection and timely collection of Debt.
 - Successfully achieve the implementation of new software 'Odoo ERP' in Group.

Kamran & Co Chartered Accountant (A member firm of INPACT Asia Pacific) | Pakistan – (Lahore) Dec 2016 – Aug 2020

SENIOR ASSOCIATE

Key Responsibilities:

- Preparing Financial Statements under IFRS and GAAP for various Clients.
- Working as team member for QCR Review of Firm from ICAP.
- Worked on Compliance of Companies registered on Stock Exchange with Compliance Manager.
- Worked on Internal audit of a manufacturing company for petty cash expenses for theft or errors.
- Handle Income Tax Audit and Sales Tax – (VAT) Audit –Notices of Various Clients with Taxation Manager.
- Worked on Inventory audit of an online product selling company and fashion retails.
- Worked as an Audit Supervisor in Annual Audit assignment of Bank, Company involved in Oil and Ghee Manufacturing and Human Resources outsourcing Company.

JUNIOR ASSOCIATE

Key Responsibilities:

- Preparation of Audit working paper of Balance Sheet and Profit and Loss Account of following Sectors- Manufacturing, NGO, Hospital, Software House, Hotel Industry, Fashion Store Retails Outlets, Banking Industry, Education University, Human Resources Consultancy Firm, Textile sector Construction sector, Trading sector and Housing Projects.
- Preparation and filing of Income Tax Returns and Sales Tax-VAT Returns assignments in Manufacturing, NGO, Hospital, Hotel Industry, Education and Trading sector.
- Managed daily bookkeeping functions with attention to accounts receivable, accounts payable, banking reconciliation and daily work of a software house company on Peachtree for 3 months.
- Managed daily bookkeeping functions with attention to accounts receivable, accounts payable, banking reconciliation and daily work of a 3-star Hotel for 3 months.
- Worked on Forensic audit of a housing Scheme with another team member.

EDUCATION

The Institute of Chartered Accountants of Pakistan - | (CA-Finalist) - SOCPA - CIA-Part-1 |

AWARDS & CERTIFICATE

- Oracle ERP Financial Certificate
- Odoos Software
- Presentation and Communication Skills Course-1 (ICAP)

- **LANGUAGE** - English, Arabic & Urdu