

# SYED ALI MUJTABA

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Dedicated and Result Oriented Financial Reporting, Budgeting and Payment Specialist with over 3 years of experience in creating value. Expertise in ensuring accuracy in Financial Reporting, Budgeting, General Ledger Reconciliations and Financial Management.

## AREA OF EXPERTISE

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|----------------------------|------------------------------|-----------------------------|
| ✓ Financial Management     | ✓ Working Capital Assessment | ✓ Financial Reporting       |
| ✓ Financial Analysis       | ✓ Expense Monitoring         | ✓ Variance & Trend Analysis |
| ✓ Income Tax & Sale Tax    | ✓ IFRS Compliance            | ✓ Cashflow Management       |
| ✓ Cost Control & Reduction | ✓ Accounts Reconciliations   | ✓ Risk Assessment           |

## PROFESSIONAL EXPERIENCE

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### Senior Finance Officer:

**MEEZAN BANK LIMITED | Karachi, Pakistan**

**Aug 2022 – Present**

- Ensure timely, accurate month end closing and financial reporting to management in compliance with IFRS.
- Prepare internal financial reports, including explaining significant variances by working closely with various departments and management.
- Balance monthly general ledger accounts to accurately record cost and month end accruals.
- Process the payment of Meezan Bank Head Office Vendors / Suppliers through Oracle Financial of Pan Pakistan. Ensuring all the Purchase Orders, Invoice receipts are matched and validated with the Management Approval.
- Deduct tax from the suppliers / contractor bills / landlords at the prevailing withholding tax rates. Preparing tax challans, certificates and tax returns.
- Maintaining MIS of all the payments especially CWIP, CAPEX items and rental payments.
- Dealing of spot rate against payment in foreign exchange with treasury.
- Effective liaison with other departments for timely adjustment of advances and recording of liabilities.
- Perform reconciliations of assigned accounts and execute closing and adjusting entries.
- Settlement of all other receivables with vendors and staff recoveries.
- Working for new branch's operating cost and advise to branch to record their operating expense and capitalization entry.
- Prepare cost MIS reports, comparing actual vs budgeted figures and prior periods to identify variances. Monitor and analyze cost data to identify trends and provide insights.
- Preparation of Board meeting presentation.
- Preparation of all financial information required by Board, internal and external stakeholders.

### Finance Officer:

**PAK OMAN MICROFINANCE BANK LIMITED | Karachi - Pakistan**      **Sept 2021 - Aug 2022**

- Preparation of final account (Profit & Loss Accounts and Balance Sheet) with detailed variance analysis and suggesting action required.
- Carrying out Revenue and Expenditure variance analysis for Management action.

- Managed daily cashflow activities for daily operation and other necessary disbursement.
- Properly maintain 1000+ Corporate & Individual supplier & their recurring invoices along with their payment cycle. Reconcile payable general ledger on weekly basis to report vendor obligation amount to Financial Controller.
- Prepare and update fixed asset register (FAR) on EBS module along with addition / disposal write off and ancillary matters. To run monthly depreciation postings. Preparation of fixed assets notes for monthly, quarterly, semiannually and annually
- Ensuring that all the revenues and expenditures have been properly and accurately booked.
- Prepare monthly bank reconciliation for daily operating bank accounts.
- Prepare 1000+ plus staff payroll accounting voucher on monthly basis.

**Qualification and Education:**

<b>Particulars</b>	<b>Institution / University</b>
Bachelors in Commerce	University of Karachi
Basic Of Islamic Finance	IBA Centre for Excellence in Islamic Finance
Corporate Financial Statement Analysis	LinkedIn

<b>PERSONAL INFORMATION</b>	
Date and Place of Birth	25 July, 1995 (Karachi, Pakistan)
Marital Status	Single
Extracurricular activities	. Playing cricket . Book reading . Travelling