**MOOSA SAEED**

Mobile number 0092-333-2088471/0092-336-2208844

[Moosa.Saeed.ACCA@hotmail.c](mailto:Moosa.Saeed.ACCA@hotmail.c)om

Father Name Muhammad Saeed

Marital Status Married

**ACCA Affiliate/Qualified**

**MBA CBM University (In Process)**

**PROFILE**

A highly experienced finance professional, qualified ACCA in 2013 with a degree in Business & Finance. Strengths include excellent business planning and strategic goal setting combined with core financial accounting abilities. Effective communicator across all levels dedicated and focused to successfully drive projects to completion. I have diverse Experience in preparation of Financial Statements in according with International Accounting Standards. I have diverse Experience in Examine of Internal Controls and designs new SOPs

**CAREER HISTORY**

**November 2022-Present**

**Lucky Textile Mills LTD. (www.lucky textilemill.com)**

**Senior Manager Audit**

Lucky Textile Mills was first established in 1983 and has since remained one of the leading textiles manufactures in the country to-date. With an indelible commitment to employing the most modern technology and providing outstanding working conditions for all our staff order revision service on our site, we have always believed in creating the best value for any entity that invests its time with us.

Responsibilities include:

* Prepared client portfolio and ensured smooth internal audit services in coordination with director.
* Developed CAPEX and OPEX System. Prepared Budget of different segments wise & developed Cost Center wise recording. Review cash, bank & supplier reconciliations.
* Management and audit of inventory (warehouse Inventory) and guide the team to look the risks associated with and how to identify them.
* Supervise Dashboard for higher management to make decision on real time basis.
* Coordinates and interacts with external auditors performing audit of financial statements.
* Supervise Operational audit assignment & report to management, where our business target is not achieved as per the standards.
* Participates in development, implementation and maintenance of policies, objectives, short-and long-range planning; develops and implements projects and programs to assist in accomplishment of established goals.
* Supervise Payroll audit & AP audit completely.
* Perform post audit PO wise shipment analysis & check reconciliations, report to management regarding wastages & shipment loss & material reconciliations.
* Developed Payroll process in ERP, Inventory dead & left-over reports, Inventory Slow moving report, Virtual store reports in ERP, AP audit perform on system.

**Mar 2018 – November 2022**

**Artistic Fabric & Garments (PVT) LTD. (www.artisticgarment.com)**

**Manager Audit**

Established in 1949 in Karachi, Artistic Fabric and Garment Industries is one of Pakistan’s leading premium denim manufacturers. As a market leader, keeping abreast of the changing times, we produce quality denim in an innovative culture that seeks out and uses only the latest equipment and machinery. We pride ourselves on maintaining production methods that ensure a safe and productive work environment for our employees. This commitment to doing business in a socially responsible and sustainable way has not only earned us a LEED Gold certificate but the patronage of some of the world’s top retail and designer brands.

Responsibilities include:

* Developed style wise/PO wise profit & loss for management.
* Supervise Dashboard for higher management to make decision on real time basis.
* Developed Payroll process in ERP, Inventory dead & left-over reports, Inventory Slow moving report, Virtual store reports in ERP, AP audit perform on system.
* Management and audit of inventory (warehouse Inventory) and guide the team to look the risks associated with and how to identify them.
* Coordinates and interacts with external auditors performing audit of financial statements.
* Execution of payroll audit PRs-0.35/-Billions per month, perform audit of Capital expenditures and developed FAR module for expense efficiency & controlling regarding issuance of spare parts for Stitching, Engineering & Washing.
* Review Fixed Asset Register and supervise physical verification of assets.
* Perform cutoff procedures of sale, expenses and Inventory recording.
* Developed Po wise style wise order closing in EBS, WIP linked with Bar Code to find the trail of stock & finished good numbers. Review costing and valuation (Inventory, labor & OH) including cost controls and perform job closure.
* Supervise complete AP audit of PRs – 1/- Billions per month and check WHT.
* Designed and implemented internal audit plan on various processes, perform subsidiary and general ledger reconciliations.
* Analyze financial performance against key business metrics and document pertinent financial highlights that will enable management to determine progress against budgets.

**Dec 2016 – Mar-2018**

**ALKARAM TEXTILE MILLS (PVT) LTD. (**[**www.alkaram.com**](http://www.alkaram.com)**)**

**Assistance Manager Finance**

The Alkaram group was founded in March 1986 with a vision to be a provider of innovative textile solutions worldwide. We are a manufacturer and supplier of distinguished fabric for apparel, home and industrial markets with clients all over the world.

Responsibilities include:

* Worked on Account Payables and review and reconciliation on finalizing of Financial Statement.
* Auditing Store Purchase, Inventory & Conversion vouchers, handling inventory purchases invoices for yarn, fabric & store purchases and resolving any differences arising in form of debit notes where applicable, purchases more 5billion for an annum.
* Prepare Budget on monthly basis; compare actual expense with budget, Variance highlight and report to Higher Management and Compilation of company annual budgets and rolling forecast models to reflect business changes and trends.
* Prepare monthly analysis of cost of goods sold and operational expenses against prior year and budget, providing explanations and business solutions to help mitigate the risks.
* Perform Reconciliations of Suppliers Ledgers with our Ledgers, Prepayment applied and unapplied report reconciles with Trial Balance & various Stock report reconcile.
* Completing group tax packs and ensuring tax planning was implemented ensuring the group takes full advantage of group relief & check correct withholding tax rate applied.
* Follow-up with offices and suppliers if there is any outstanding queries with regard to payments and receipts
* Analyze and evaluation of internal controls**.**

**MAY 2015 –DEC 2016**

**ALKARAM TEXTILE MILLS (PVT) LTD. (www.alkaram.com)   
 Account Payable Executives**

Responsibilities include:

* Recorded Store Purchase Invoices, resolving any differences arising in form of debit and credit notes where applicable.
* Recording Testing & Inspection Invoices related to Marketing, Travelling & Accommodation expenses, Courier & Postage Invoices related to Export & Import, IT related expenses, such as Service & Consultancy, Fees & Subscription & Internet related Expenses, Construction related Invoices, various One-Off expenses such as Training related, Duties related & many others according to nature of expense.

**November 2013 – April 2015**

**M.N TEXTILE (PVT) LTD. (www.mntextile.com)   
 Accountant Receivables**

M.N Textile is an exporter of clothes & service provider for other textile companies like dyeing & printing services. A unique company with a solid reputation.

Responsibilities include:

* Recorded Sales Tax Invoices and Receipts. Bank Reconciliation, Ageing Report of Account Receivables and various reports as needed.
* Recorded Sales Tax Invoices and Receipts. Bank Reconciliation, Ageing Report of Account Receivables and various reports as needed.
* Take follows up from Debtors & working on Credit Limit of Debtor. Computation of loss/gain on exchange rate of export sales. Inventory Management. Recorded of Bank Credit & Debit Advices relates to Export Sales.

**July 2012-Octber 2013**

**S.M. REHAN & CO Chartered Accountant**

**Audit Trainee**

S M Rehan & Co is a reputable Audit Firm provides Audit, Taxation & Financial Services, having some Audits clients.

Responsibilities include:

I have diverse experience in planning of Audit, execution/conducting of Audit (in accordingly with international Auditing Standards). I have diverse experience in examine of internal controls and design new SOPS. Cooperate Clients are,

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| --- | --- | --- | --- | --- |
| MANUFACTURING & GARMENTS SECTORS | PHARMACEUTICAL SECTOR | SERVICE SECTOR | EDUCATION SECTOR | PROVIDENT FUND |
|
|
| NAME OF ORGANIZATIONS | | | | |
| PAK LEATHER LTD (PUBLIC LISTED)  K.K Rice Mills PVT LTD. | **SCILIFE PHARMA (PVT) LIMITED** | **NURICON GROUP** | **SIR SYED UNIVERSITY OF ENGINEERING AND TCHNOLOGY** | **MERCK (PVT) LIMITED** |

**RELEVANT EDUCATION & TRAINING**

* + - Association of Chartered Accountant U.K F1 through P7 cleared in first attempt. (14 papers cleared).
    - Currently doing MBA (Finance &Risk Management) from CBM University.
    - Higher Secondary School Certificate A-72% from Board of Intermediate.
    - Secondary School Certificate A-71% from Board of Secondary Education.

**Computer & I.T SKILLS**

* + - Oracle ERP
    - SAP ECCP-6 ERP (Implementation Knowledge)
    - Tally Accounting Software
    - Quick Book & Peach Tree Accounting Software
    - Microsoft Excel & Microsoft Word
    - Microsoft Dynamic