MUHAMMAD IMRAN

AVP Accounts & Finance | Accounts, Finance & Tax Compliance Professional

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SUMMARY

Accounts and finance professional with 7+ years of experience across insurance, textile trading and micro-finance organizations, currently serving as AVP Accounts & Finance. Skilled in financial reporting, tax compliance, accounts reconciliation and internal audit support, with a track record of tightening reporting cycles and strengthening controls, including a 20% improvement in tax-reporting efficiency. Proficient in QuickBooks, ERP and Excel, with hands-on experience in IFRS compliance, statutory audits and FBR tax regulations. Looking to bring this blend of analytical rigor and process improvement to a growth-focused finance team.

SKILLS

Financial Reporting • Accounts Payable / Receivable • Tax Preparation & Filing • Cost Management • Cash Flow Management • QuickBooks & Microsoft Excel • Internal Audits • Financial Reconciliation • Regulatory Compliance (IFRS) • Data Analysis

PROFESSIONAL EXPERIENCE

AVP Accounts & Finance

Risk Management Services (Pvt.) Ltd. — Karachi | *Oct 2022 – Present*

- Prepare and analyze monthly and quarterly financial reports, identifying key financial trends and variances.
- Manage accounts payable and receivable, ensuring timely payments and proper reconciliation.
- Ensure compliance with GAAP and company policies while conducting regular internal audits.
- Handle withholding tax matters as withholdee and withholding agent, including quarterly filing and reporting on IRIS.
- Reduced company expenses by 6% by identifying cost-saving opportunities during monthly financial reviews.
- Spearheaded a project to streamline the tax reporting process, improving efficiency by 20%.

Account and Finance Executive (Part-time)

Bombal Group of Companies — Karachi | *Sep 2022 – Present*

- Handle import procedures, coordinating shipment documentation and compliance for smooth clearance.
- Prepare and file sales tax invoices in IRIS / CPR, maintaining accurate stock records as per Annexure F.
- Continue providing part-time finance support to the company alongside full-time employment elsewhere.
- Streamlined the sales tax invoicing and stock-recording process, reducing reporting errors.

Assistant Accountant (Full-time)

Bombal Group of Companies — Karachi | *Sep 2020 – Sep 2022*

- Managed general ledger and financial statement preparation, ensuring timely and accurate reporting; assisted with year-end tax filing and coordinated with external auditors.
- Reconciled accounts and bank statements, promptly identifying and resolving discrepancies.
- Processed payroll / EOBI and ensured compliance with applicable tax laws and regulations.
- Improved payment collection by 14% by optimizing accounts receivable processes.

Branch Accountant

BRAC Pakistan (Micro-Finance Company) — Karachi | *Sep 2019 – Aug 2020*

- Opened client accounts in software and maintained up-to-date records of all financial transactions.
- Recorded loan disbursement and repayment, and processed loan applications and accounts.
- Prepared financial statements, reports and balance sheets; ensured compliance with regulatory requirements.
- Managed cash flows, reconciled bank statements, and handled deposits, withdrawals and transfers.
- Prepared documentation for internal and external audits, and maintained petty cash.
- Optimized cash flow management, reducing unnecessary expense.
- Ensured 100% compliance with regulatory and audit requirements.

TECHNICAL SKILLS

QuickBooks • ERP • Oracle • Excel (VLOOKUP, Pivot Tables) • Word • PowerPoint

EDUCATION

Master of Commerce — Federal Urdu University of Arts, Science & Technology
2015 – 2017

Bachelor of Commerce — Federal Urdu University of Arts, Science & Technology
2013 – 2015

CERTIFICATIONS

- DIT (Diploma in Information Technology) – Good Shepherd College of IT
- Tax Management with Return Filing – YouExcel