

MUHAMMAD USMAN JAMIL

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OBJECTIVE:

Pursuing a career with a secure and career building challenging position in an environment which provides opportunities to fully utilize my current skills, education and improve my knowledge and skills in a congenial atmosphere.

PROFESSIONAL CAREER SUMMARY:

Education : MBA. (Finance)
BBA-Honors (Finance).

Work Experience :

Duration	Organization	Designation
21-Nov-23 till Present	Pearl Continental Hotel Gwadar	Manager Accounts
Nov 19 to 20-Nov-23	Pearl Continental Hotel Gwadar	Assistant Manager Accounts
Feb 19 to Nov 19	Ramada Hotel Karachi Creek	Accounts Payable Incharge
May 17 to Jan 19	Divine Industries (Pvt.) Ltd	Accountant
Dec 13 to Nov 16	Pearl Continental Hotel Gwadar	Accounts Officer

PROFESSIONAL EXPERIENCE

Organization : Pearl Continental Hotel Gwadar

Organization Type : Hospitality

Designation : **Manager Accounts**

Tenure : Nov 2023 till Present

Area(s) of Experience : Budgeting, Reporting, Operations, Inventory Controller

Reporting to : Chief Financial Officer

Responsibility : Taxation, Monthly Financial Closing and Reporting, Operations & Admin.

Brief Job Description :

- Verify monthly Journal Vouchers and accuracy of data.
- Managing of funds for efficient cash flow.
- Close financial accounts on monthly basis.
- Prepares financial reports for management analysis.
- Managing spares and stores for compete operations.

Organization : Pearl Continental Hotel Gwadar

Organization Type : Hospitality
Designation : **Assistant Manager Accounts**
Tenure : Nov 2019 to Present
Area(s) of Experience : Management, Taxation, Finance & Accounting and Controlling
Reporting to : Business Partner
Responsibility : Taxation, Purchasing, Payable and Admin
Brief Job Description :

- Verifies accuracy of data posted by review the general ledger posting regularly.
- Works closely and communicates frequently with Human Resource to provide flow of pertinent information between two departments.
- Works with the vendors and suppliers to resolve discrepancies and/or confirm payment of outstanding invoices.
- Prepares payments by verifying documentation and requesting disbursements.
- Preparing Journal Voucehrs for monthly financial reporting.
- Filing monthly sales tax return and income tax return.

Organization : Ramada Creek Hotel Karachi

Organization Type : Hospitality
Designation : **Accounts Payable Incharge**
Tenure : Feb 2019 to Nov 2019
Area(s) of Experience: Taxation, Accounting and Controlling
Reporting to : Business Partner
Responsibility : Taxation, Purchasing and Payable
Brief Job Description:

- Prepares payments by verifying documentation and requesting disbursements.
- Maintains customer confidence and protects operations by keeping financial information confidential.
- Contributes to team effort by accomplishing related results as needed.
- Documents financial transactions by entering account information.
- Assist with reviewing of expenses, payroll records etc. as assigned
- Submitting monthly withholding income tax u/s 149 & 153 and advance tax u/s 236 D

Organization : Divine Industries (Pvt) Limited

Organization Type : Manufacturing Firm
Designation : **Accountant**
Tenure : May 2017 to Jan 2019
Area(s) of Experience: Finance & Accounting, Management, Taxation.
Reporting to : Business Partner
Responsibility : Accounting, Taxation, Purchasing, Payable, Costing and Admin

Brief Job Description:

- Develop and maintain system for accounts.
- Prepare financial reports to Partner.
- Manage and direct the activities of the staff in an administrative set-up.
- Ensure the smooth and adequate flow of information within the company to facilitate other business operations
- Ensure operations adhere to policies and regulations
- Distribute payroll and employee reimbursement checks.
- Balance end of month payments and accruals to assist in month end closing.
- Monthly filing of income tax and sales tax.
- Reviews purchase orders file, checks on past dues invoices
- Review and approve cheques before submission to business partners for signature.

Organization : Pearl Continental Hotel Gwadar

Organization Type : Hospitality

Designation : **Accounts Officer**

Tenure : From Dec 2013 - Nov 2016

Area(s) of Experience: Finance & Accounting, Management, Audit, Taxation & Purchase.

Reporting to : Accounts Manager

Responsibility : Accounting, Taxation, Night Auditing & Auditor, Variance Analysis, Purchasing, and Costing.

Brief Job Description :

- To see overall smooth operation of Accounts & Finance department.
- Prepare monthly Payroll for employees.
- Monthly reports on:
 - Aged payable trial, payable summary, payment detail & projected payments of subsequent month
 - Aged receivable & party wise receivable summary
 - e-filing of statement of with-holding tax
 - Payroll
 - Forex Report
 - Statistical analysis
 - Bank reconciliation statements
- Funds and treasury management.
- Monitoring invoicing, payment and recovery.
- Take initiative to identify areas and provide suggestions for improvement.
- Ensure all statutory requirements are met on a timely basis including income tax, sales tax and other corporate filing.
- Perform all responsibilities of night auditor i.e. conduct daily night audit & preparing reports (Early bird report, Daily flash report, Food cover report etc)
- Keep an eye as an Auditor during the functions held in a hotel.
- Any other duties as developed, directed or assigned.

PROFESSIONAL CERTIFICATION & ACADEMIC EDUCATION

SR.	CERTIFICATION / DEGREE	INSTITUTION / UNIVERSITY	SPECIALIZATION / MAJOR	PASSING YEAR
1	MBA.	Bahria University Karachi Campus	Finance	2015
2	BBA.	Bahria University Karachi Campus	Finance	2011
3	H.S.C.	Siraj-ud-Daullah Govt. College, Karachi	Pre-Engineering	2007
4	S.S.C.	Army Public School (C.O.D), Karachi	Medical	2005

COMPUTER SKILLS & OTHER ABILITIES

SR.	SKILLS&ABILITIES	PROFICIENCYLEVEL
1	MS Office	Excellent
2	Financial Analysis Tools	Excellent
3	Statistical Tools	Above Average
4	Accounting Software	Above Average
5	Team Leading Skills	Excellent
6	Computer Hardware & Networking	Above Average

TERM REPORTS

SR.	DESCRIPTION OF ACTIVITIES
1	Marketing survey and potential market for newly modeled telecommunication network, Samaat
2	Forecasted financial statement and analysis of Colgate-Palmolive Pakistan .
3	An entrepreneurial business idea and final report on Dehydrated Vegetable
4	Prepared a motivational presentation on Al-Fatimid Foundation

Activities

- Swimming.
- Gymnasium.
- Table Tennis.

PERSONAL INFORMATION

Driving License : Yes
Date of Birth : 01-Feb-1990
CNIC # : 42201-1138895-1
Marital Status : Married
Nationality : Pakistani
Language Competency : English & Urdu (Speak & Write)

REFERENCES

Available on Request