

Muhammad Zia Shaukat

Manager Accounts & Finance

+92.300.4991149

m.ziashaukat@yahoo.com

Other,
Lahore,
Pakistan

Summary

Highly motivated and detail-oriented Manager of Finance & Accounts with more than 11 years of experience in finance and accounting. Proven track record of effectively managing budgets, reducing costs, and streamlining financial processes. Exhibits exceptional leadership acumen and ability to effectively guide and motivate teams.

Skills

Microsoft Excel | Quickbooks | SAP Business One

Experience

Apr 2023 - Present **Manager Accounts & Finance**
Riphah International College, Thokar Campus, Lahore, Pakistan

Develop and monitor the college's annual budget in collaboration with relevant departments.

Provide financial projections and analysis to support strategic decision-making.

Prepare regular financial statements, reports, and analysis for institute's leadership and stakeholders.

Present financial data and insights to institute's management and governing bodies.

Oversee the maintenance of accurate and up-to-date financial records.

Monitor cash flow and liquidity, making recommendations to ensure financial stability.

Lead, mentor, and supervise a team of finance and accounting staff.

Oct 2022 - Present **Lecturer**
Hailey College of Commerce, University of the Punjab, Lahore, Pakistan

Working Working in the capacity of visiting lecturer for the course of Computerized Accounting to BS programs (afternoon/evening).

Mar 2019 - Mar 2023 **Manager Finance & Accounts**
Nauman Construction Company (Pvt.) Ltd. Islamabad, Islamabad, Pakistan

Managed a team of 04 accounting professionals, providing guidance and training to junior staff.

Oversee all aspects of financial management, including accounts payable, accounts receivable, and general ledger of various projects.

Prepared monthly, quarterly, and annual financial reports for management and stakeholders.

Monitor and analyzed financial performance, identifying areas for improvement and cost-saving opportunities.

Coordinated with project managers and stakeholders to ensure financial compliance and efficient resource allocation.

Develop and maintained working relationships with banks, auditors, and other financial institutions.

Aug 2015 - Feb 2019 **Assistant Manager Finance & Accounts**
The Laureate Lahore, Lahore, Pakistan

Maintained the general ledger and performed reconciliations, ensuring accuracy and completeness of financial data.

Processed accounts payable and accounts receivable transactions, ensuring timely and accurate payment processing.

Assisted in the preparation of monthly and annual financial statements, including balance sheets, income statements, and cash flow statements.

Conducted regular audits of financial processes to identify areas for improvement and implemented corrective actions.

Collaborated with cross-functional teams to provide financial analysis and support for decision-making processes.

Assisted in budgeting and forecasting activities, providing valuable insights for financial planning.

Mar 2014 - Jun 2015 **Accounts Officer**
New Transparent Electrical & Safety Equipment, Abu Dhabi, United Arab Emirates

Managed the company's accounts payable and receivable processes.

Prepared and maintained financial records, ensuring accuracy and compliance.

Assisted in budgeting and forecasting activities.

Conducted financial analysis and provided reports to support decision-making.

Coordinated with suppliers and vendors for timely payments and reconciliations.

Assisted in the preparation of financial statements.

Assisted in managing inventory and tracking costs.

Nov 2011 - Feb 2014 **Admin & Accounts Officer**
Heritage International College, Lahore, Lahore, Pakistan

Handled administrative and financial tasks for the college.

Prepared and maintained financial records and reports.



Managed accounts payable and receivable processes.

Assisted in budget preparation and tracking expenses.

Coordinated with vendors and suppliers for procurement.

Assisted in payroll processing ensuring seamless and accurate execution of payroll-related tasks.

Assisted in the development and implementation of administrative policies and procedures.

May 2010 - May 2011  **Internee (National Internship Program, Government of Pakistan)**
Punjab, Education Assessment System, School Education Department,
Government of the Punjab, Lahore, Pakistan

Assisted in the development and implementation of educational assessment projects.

Participated in data collection and data entry activities.

Assisted in preparation of reports and presentations regarding assessment.

Collaborated with senior team members to develop assessment materials and resources.

Education

2012  National University of Computer and Emerging Sciences (FAST NU)
Masters in Business Administration
Finance

2009  Halley college of commerce University of the Punjab Lahore
Bachelors in Commerce (Hons)
Finance, Management Accounting

Projects

Upgradation of North Access N-5 Highway from Lodhran to Multan.

It was a project awarded by National Highway Authority, Ministry of Communications, Government of Pakistan. The project cost was Rs. 6.66 billion. My job was to manage all the financial activities and accounts related matters and directly reporting to the Chief Executive Officer.

Dualization/Improvement of N-80 Highway Part of CPEC Western Route

It was a project awarded by National Highway Authority, Ministry of Communications, Government of Pakistan under China Pakistan Economic Corridor (CPEC). The link of National Highway N-80 with motoway M-14 near PindiGheb, Attock, the project cost was Rs. 5.06 billion. My job was to manage all the financial activities and accounts related matters and directly reporting to General Manager (Finance) sitting in head office.

District-Wide Large Scale Assessment Activity, 2009 for Grade IV Student

It was a World Bank funded assessment project for all the Grade-IV students in the subject of Mathematics,



Urdu, Social Studies and Islamiyat. My job was to assist the academics department in area of communication with Lead Master Trainers, all the Head Master/Mistress of primary level school in all the districts of Punjab. During execution phase performed duty as monitoring office, assist in data collection and data entry activities.

Languages

English
Intermediate

Urdu
Intermediate

Punjabi
Intermediate