

MUNAWAR SHABBIR

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EDUCATION

2015 – todate	PhD Scholar (Finance) Course work complete Comprehensive Exam Passed Doctoral Seminar Held Public Defence Awaited Leadership Management Studies National Defence University, Islamabad, Pakistan CGPA 3.80 /4
2010-2013	M.Phil (Finance) Air University, Islamabad, Pakistan CGPA 3.47 /4
2006-2008	MBA (Finance) Institute of Business Administration, The University of The Punjab, New Campus, Lahore, Pakistan CGPA 3.35
1998-2001	ACMA (Foundation I, II) Institute of Cost & Management Accountants of Pakistan, Lahore, Pakistan Passed
1996-1998	B.Com Hailey College of Commerce, The University of the Punjab, Lahore, Pakistan Marks Obtained 766/ Total Marks 1300

RESEARCH INTEREST

Accounting, Budgeting, Costing, Financial Management

EXPERIENCE

Apr 2009-
To date

Accounts Officer (Acting) / Accountant National Defence University, Islamabad, Pakistan

Salaries Preparation & Administration

- Prepare salaries of Faculty, Officers and Staff
- Calculate, deduct & deposit of income tax with Federal Board of Revenue

Income & Expenditure Reporting

- Prepare monthly Income & Expenditure Reports
- Prepare quarterly and annual HEC Utilization Reports and submit to HEC

Budgeting

- Prepare budget demand, budget allocated and revised budget

Audit Management

- Manage and provide support to external auditors (Chartered Accountant Firm & Federal Government Auditors)

Administration & Supports to Staff

- Check payment vouchers prepared by accounts assistant.
- Reconcile Bank Statements
- Reconcile and close cash books maintained
- Help staff in their tasks

Financial Accounting & Reporting

- Manage accounts receivable, accounts payment, payroll & general ledger modules of **Peachtree Accounting Software and Global Business Management Solution**
- Oracle Financial
- Manage finance module in **Acadmax Intelligence Software.**

Miscellaneous

- Correspondence with all internal departments and external bodies on misc matters
- Prepare min sheets and forward to Deputy Director Finance
- Issue fee challans to existing & newly inducted students

**Nov 2006-
April 2009** **Accounts Executive**
**Sapphire Fibres Limited (Sapphire Group of
Industries) – Lahore, Pakistan**

- Monitored Accounts Payable, Accounts Receivable and General Ledger Modules of **Oracle Financial** System
- Reconciled Trial Balance
- Prepared Raw Material Consumption report
- Prepared WIP Stock Report
- Prepared Finished goods Stock Report
- Reconciled Sales report
- Prepared Cost of Goods Sold
- Prepared Profit & Loss Account
- Prepared Balance Sheet
- Prepared Cash Flow Statement
- Reconciled Stock in transit
- Deducted & deposited of income tax at Federal Board of Revenue
- Prepared Income Tax return
- Made payments of imports and exports expenses
- Reconciled Bank statements

**Feb 2004-
Nov 2006** **Assistant Accountant**
**Olympia Textile Mills Ltd (Olympia Group of
Industries) – Lahore, Pakistan**

- Reconciled Bank statement
- Reconciled Customers
- Recorded and reconciled sales
- Verified monthly stock at site
- Reconciled Trial Balance
- Prepared Raw Material Consumption report
- Prepared WIP Stock Report
- Prepared Finished goods Stock Report
- Prepared Cost of Goods Sold
- Prepared Profit & Loss Account
- Prepared Balance Sheet
- Prepared Cash Flow Statement
- Prepared depreciation schedule

- Monitored General Ledger, Inventory, Accounts Receivable and Accounts Payable Modules of **ACCPAC** ERP System 7.2 Version

Jun 2000- Mar 2001 **Quality Controller**
Jaffar Brothers (Private) Limited- Lahore Cantt
National Data Entry Project

- Verified compliance of all rules and regulations of NADRA forms.
- Checked the data entered by Data Entry Operators in the National Data Forms.

Oct 1998- Jan 1999 **Trainee**
The National Bank of Pakistan- Lahore Cantt
Learned processing of

- Cash department
- Accounts Department
- Advances Department
- Control Department

COMPUTER SKILLS

- **Peachtree** Accounting Software
- **Acad Max Intelligence Software**
- Excellent command over **Oracle Financial**
Account Payable Module
Account Receivable Module
General Ledger Module
- Excellent command over **ACCPAC** ERP System 7.42 Version
Account Receivable Module
Inventory Module
Account Payable Module
General Ledger Module
- Excellent command over **MS Office** (MS Word, MS Excel, MS Access, MS Powerpoint)

AWARDS

- Certificate of “Financial Management and Auditing for Public Sector Institutions” Indigenous on Campus Training under Modern University Governance Program at NUML by Higher Education Commission of Pakistan from 15 –19 September 2014

- Certificate of “Audit and Financial Management Skills” at Higher Education Commission of Pakistan from 14 to 18th June 2010
- Certificate of School Athletics (1988) Germany
- 2nd Position Long jump (1987) School Championship – Germany
- 5th Position Ball Throw (19th Jun 1988) Light athletics Germany
- 4th Position Ball Throw (10th Sep 1988) Light Athletics Germany
- 5th Position Ball Throw (21st May 1989) Light Athletics Germany
- 8th Position Heptathlon Shot (21st May 1989) Light Athletics Germany

HOBBIES

Athletics, Football, Swimming, Watching Movies

**PERSONAL
DETAIL**

Marital Status	Married
Childrens	2
Languages	German, English, Urdu, Punjabi (fluently)