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MURTAZA LANEWALA - RESUME

CONTACT INFORMATION

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murtaza lane wala

PERSONAL INFORMATION

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- ☆ **Date of Birth:** 04 October 1985
- ☆ **Expected Joining Date:** Instantly
- ☆ **C.N.I.C. No:** 42301-1226655-9
- ☆ **Expected Working Hours:** 49/week
- ☆ **Citizen/Current Location:** Karachi, PK
- ☆ **Expected No. of Days:** Mon-Fri, Sat^{1/2}
- ☆ **Native Language:** اردو
- ☆ **Expected Job Type:** Full Time





OBJECTIVE


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Pursue a career in **accounting & finance role** with complete dedication, motivation, morale and hard work. Learning and gaining intrinsic reward are primary objectives. However, getting extrinsic reward is secondary objective.

EDUCATION



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Year	Qualification	Institution
2016	M.A Economics Part 1 Result Awaiting	 UNIVERSITY of Karachi
2016	Microsoft Advanced Excel Level I, II & III	 Think Ahead
2016	ACCA Member (ID: 1423082)	 Think Ahead
2006	B.Com (Micro & Macro Economics, Banking & Finance, Financial Accounting I & II, Cost Accounting I & II, Business Communication)	 UNIVERSITY of Karachi

2005	English Language Course	
2001	Microsoft Office 2000	Jennings Secondary School

WORK EXPERIENCE

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Sector	Company	Job Title	From	To
Service	 EFU General Insurance Ltd Your Insurance Company	Manager Finance	11 June 2016	Current
Responsibilities				
<ol style="list-style-type: none"> 1) Scrutinizing general ledger for coding errors, preparing coding error list, liaising with branches, head office units and finance department regarding the coding errors rectification and follow up the same. 2) Checking disbursement vouchers to ensure that divisions/branches do not incur expenses beyond their finance powers, 3) Compilation and proofreading of internal & external reports, such as interim financial statements. 4) Performing monthly variance analysis (budget vs. Actual vs. Previous year) of units/divisions/branches & reporting by exception along with reasoning of divergence as per information obtain from various sources. 5) Competitors performance evaluation and recommendation to senior management on areas of improvement using reports from credit rating agencies e.g. PACRA, JCR-VIS etc. 6) Monitoring actual expenses against budgeted expenses and providing early indication to units/divisions/branches. 7) Preparation of annual budget and revision with the benefit of hind-sight. 8) Making recommendations to senior management on possible improvement that can be made in financial accounting and budgeting, while finding coding errors and budget setting process. 9) Liaison with units/divisions/branches on the queries regarding budgets. 				
Public Practice (ICAP Reg.)	 Nexus CPA Business Advisors	Manager Accounts	16-Jan-2015	30-May-2016
Responsibilities				
<ol style="list-style-type: none"> 1) Performing bank reconciliation in QuickBooks. 2) Compiling financial statements of individuals into QuickBooks from source documents. 3) Preparing tax returns of individuals. 4) Managing payroll using Intuit payroll software. 5) Assigning & reviewing work done by trainee accountants. 6) Ensuring records are kept up to date and can be made available when needed. 7) Liaison with clients and team workers. 				
Manufacturing	Adnan Traders	Assistant Accounts Manager	05-Jun-2011	02-Jan-2015
Responsibilities				
<ol style="list-style-type: none"> 1) Maintaining accounts receivable ledger. 2) Maintaining accounts payable ledger. 3) Trade receivables age analysis. 4) Preparing monthly statement of outstanding bills. 5) Sending reminder letters. 6) Performing bank reconciliations. 7) Liaison with customers, suppliers and bankers etc. 				
Importer	Qutbi Traders	Junior Accountant	03-May-2006	10-Jul-2006
Responsibilities				
<ol style="list-style-type: none"> 1) Issuing sales invoices. 2) Issuing sales tax invoices. 				

- 3) Issuing delivery notes.
- 4) Performing bank reconciliations.
- 5) Liaison with bankers, suppliers and customers.

UPWORK TESTS

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Test	Score	Rank	Time
Financial Reporting Test	3.75	Above Average	20 mins
Financial Analysis Test	3.25	Above Average	23 mins
Microsoft Excel Test	2.9	Below Average	25 mins
Microsoft Word Test	3	Top 20%	24 mins

COMPUTER LITERACY

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Advanced	Intermediate	Novice
Windows 10	Oracle SQL	Excel VBA Programming
Microsoft Office 2016 (Ms. Word, Ms. PowerPoint, Ms. Outlook, Ms. OneNote)	Oracle Business Intelligence Discoverer	Ms. Access
Advanced Microsoft Excel 2013	Adobe Acrobat Writer Pro	HTML
Intuit QuickBooks Premier Desktop	Ms. Publisher	CSS
Intuit Payroll Online	Adobe Photoshop	Urdu/Arabic word processing
Internet Explorer 11		

Protect data and information from unauthorized and accidental deletion (Backups, Recovering Permanently Deleted Files), modification (Strong Passwords, Encryption) and hacking (Anti-Virus/Firewall, VPN). I can identify potential **security threats and flaws to information system** through application of information technology. I can also manage **Company Website**. I can manage **Email Lists** and **Autoresponders** which are useful for customer relationship management (CRM).

Troubleshoot common information technology related issues such as installing and repairing windows, fixing registry errors, restoring system, installing corrupt .dll files, installing and operating **hardware** devices such as printer, scanner, projector, wifi-router etc.

LANGUAGES

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I can write and speak **English** effectively and **fluently** in business environment.

I can effectively and fluently write and speak in اردو;

I can fluently speak **Gujarati**.

INTELLECTUAL:

I like **reading** blogs, books, newspapers related to business and miscellaneous topics to increase my knowledge, groom myself and for entertainment.

I have **written 9 eBooks** in total, 7 eBooks on ACCA papers as follows:

- ☆ F2 Management Accounting,
- ☆ F5 Performance Management,
- ☆ F9 Financial Management,
- ☆ P1 Governance, Risk & Ethics,
- ☆ P3 Business Analysis,
- ☆ P4 Advanced Financial Management, (Partly Completed)
- ☆ P5 Advanced Performance Management. (Partly Completed)

and 2 eBooks on eBusiness as follows:

- ☆ eCommerce Implementation Guide,
- ☆ Affiliate Marketing.

I like to **learn** new skills and keep myself update with technological advancement.

LEISURE:

I like cricket, bicycle and motorcycle riding, hiking, chess, play video games and weight training.