



**Haris Faraz**

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<p>• <b>CAREER OBJECTIVE:</b></p>	<p><i>To work in a dynamic environment where I can broaden my horizon by complementing my theoretical knowledge by practical experience.</i></p>
<p>• <b>WORKING EXPERIENCE:</b> Jan-2016 to Cont.</p>	<p>Aftab Engineering Service Pvt. Ltd. as <b>Senior Manager Finance and Accounts</b> (Auto Part Manufacturing Industry)</p> <p><b>Job Responsibilities.</b></p> <ol style="list-style-type: none"> <li>i. Prepare monthly management accounts and give presentation to the top management on company's financial affairs</li> <li>ii. Prepare Audited Accounts as per IFRS &amp; Company Act 2017</li> <li>iii. Prepare operational breakeven sale and total breakeven sale reports and find out variance between actual and forecasted sale</li> <li>iv. Working Capital Planning (Long Term and Short Term Bases)</li> <li>v. Coordinate with bank on commercial matters</li> <li>vi. Import &amp; Export management under UCPD-600</li> <li>vii. Taxes Management             <ul style="list-style-type: none"> <li>• Direct / Indirect Taxes</li> <li>• Supervise E- Filing of annual and monthly tax returns</li> </ul> </li> <li>viii. Active member of bidding finalization committee</li> <li>ix. Determine true cost of product (cost management)             <ol style="list-style-type: none"> <li>x. Developed system to determine true cost of product</li> <li>xi. Prepare feasibility of special orders</li> </ol> </li> <li>xii. Prepare annual master budget (Operational &amp; Financial Budget)</li> <li>xiii. Check and Control on Operating Expenses</li> <li>xiv. Use analytical frame work for developing feasibility reports for opportunities             <ol style="list-style-type: none"> <li>xv. Account Receivable &amp; Account Payable Management</li> <li>xvi. Prepare and monitoring auto loan amortization schedule</li> <li>xvii. Coordinate with insurance companies for policies renewal</li> </ol> </li> <li>xviii. Payroll Management</li> <li>xix. Independently communicate with all external agencies</li> <li>xx. Conduct internal audit for inventory valuation</li> <li>xxi. Planning For Capital Investment</li> <li>xxii. Optimal utilization of Cash and Cash equivalent</li> </ol> <p><b>Other Responsibilities.</b></p> <ol style="list-style-type: none"> <li>i. Company secretarial practices and compliance of Companies Act 2017</li> <li>ii. Filing of statutory returns / forms</li> <li>iii. Conduct internal audits (HR, Sales &amp; Procurement)</li> <li>iv. Dealing with Labor departments, EOBI, SESSI etc</li> </ol>

Apr-2012 to Dec-2015.

Aftab Technologies Pvt. Ltd. as **Manager Finance and Accounts**  
(Auto Part Manufacturing Industry)

**Job Responsibilities.**

- i. Working Capital Planning (Long Term and Short Term Bases)
- ii. Prepare monthly financial statements and give presentation to the Directors on Financial Affairs of the company
- iii. Prepare audited account as per IFRS & Company Ordinance 1984
- iv. Prepare feasibility report of special orders
- v. Active member of bidding finalization committee
- vi. Determine true cost of product (cost management)
- vii. Developed system to determine true cost
- viii. Payroll Management
- ix. Taxes Management
- x. Import & Export management under UCPD-600
- xi. Prepare Financial Dashboard for analytical review
- xii. Actively involved in administrative activities
- xiii. Prepare annual master budget (Operational & Financial Budget)
- xiv. Check and Control on Operating Expenses
- xv. Coordinate with bank on commercial matters
- xvi. Prepare and monitoring auto loan amortization schedule
- xvii. Independently communicate with all external agencies
- xviii. Coordinate with insurance companies
- xix. Prepare annual master budget (Operational & Financial Budget)
- xx. Check and Control on Operating Expenses
- xxi. Use analytical frame work for developing feasibility reports for market opportunities
- xxii. Account Receivable & Payable Management

**Other Responsibilities.**

- i. Supervise HR & Admin department
- ii. Support procurement department for price negotiation
- iii. Dealing with Labor departments, EOBI, SESSI etc

Oct-2009 to Nov-2011

Libra Engineering Pvt. Ltd. as **Manager Finance**

**Job Responsibilities.**

- i. Prepare annual master budget (Operational & Financial Budget)
- ii. Short Term financing from Bank
- iii. Account Receivable Management
- iv. Working Capital Planning (Long Term and Short Term Bases)
- v. Account Payable Management
- vi. Use analytical frame work for developing feasibility reports for market base opportunities
- vii. Liquidity, Operating, Solvency analyses for company
- viii. Prepare monthly financial statements and present fact & figures before directors with remedies
- ix. Taxes Management
  - E- Filing of annual and monthly tax returns
- x. Import & Export management under UCPD-600
- xi. Planning For Capital Investment
- xii. Optimal utilization of Cash and Cash equivalent

	<p><b>Additional Responsibilities (Management Representative)</b></p> <ul style="list-style-type: none"> <li>i. Conduct internal audits</li> <li>ii. Conduct Management Review Meeting</li> <li>iii. Customer feedback analysis</li> <li>iv. Analysis of Procurement Dept.</li> </ul>
Aug-2007 to Sep-2009.	<p>Libra Engineering Pvt. Ltd. as <b>Asst. Manager Finance</b></p> <p><b>Job Responsibilities.</b></p> <ul style="list-style-type: none"> <li>i. Planning For Capital Investment</li> <li>ii. Account Receivable Management</li> <li>iii. Optimal utilization of Cash and Cash equivalent</li> <li>iv. Working Capital Planning (Long Term and Short Term Bases)</li> <li>v. Payable Management</li> <li>vi. Use analytical frame work for developing feasibility reports for market base opportunities</li> <li>vii. Liquidity, Operating, Solvency analyses for company</li> </ul>
Jan-2006 to July-2007	<p>Libra Engineering Pvt. Ltd. as an <b>Asst. Manager Production</b></p> <p><b>Job Responsibilities.</b></p> <ul style="list-style-type: none"> <li>i. Project costing and feasibility reports</li> <li>ii. Find alternative to increase productivity</li> <li>iii. Coordinate with planning department to accomplish projects on customer dates</li> <li>iv. Coordinate with planning department for pipe line projects</li> <li>v. Find out the minimum production quantity</li> <li>vi. Adequate usage of scrape material and idle man hours</li> <li>vii. Optimal Utilization of man power</li> </ul>
Jan 2004 to Dec 2005	<p>SIEMENS Pakistan Engineering Co. as <b>Mechanical Supervisor</b></p> <p><b>Job Responsibilities.</b></p> <ul style="list-style-type: none"> <li>i. Supervise Steel Fabrication work</li> <li>ii. Assembly and Overhauling of heavy duty diesel generators</li> <li>iii. Control all procedures related to induction of new batches</li> <li>iv. Train apprentices as a skilled or semi- skill worker</li> <li>v. Lectures for internees.</li> <li>vi. Optimal utilization of man power</li> <li>vii. Find alternative to increase productivity</li> </ul>
<p>• <b>QUALIFIACATION:</b></p> <p>2012 to Cont.</p> <p>2007 to 2009</p> <p>2004 to 2005</p>	<p>ICMA (Finalist, 01 Paper Left) Institute of Cost and Management Accountants Pakistan (ICMAP)</p> <p>MBA (Finance) with 3.17 CGPA Muhammad Ali Jinnah University</p> <p>B.Sc (Pre-Engineering) with 1<sup>st</sup> div University of Karachi</p>

<p><b>• DIPLOMA &amp; CERTIFICATIONS</b></p> <p>Oct-2013 – Mar-2014</p> <p>Oct-2012 - Dec-2012</p> <p>Dec-2014</p> <p>Apr-2010 to Jun-2010</p> <p>June-2013</p> <p>Jul-2010 to Sep-2010</p> <p>July-2012 to Aug-2012</p> <p>May-2012</p> <p>Feb-2015</p> <p>2002 to 2004</p> <p>2001 to 2003</p>	<p>Diploma in IFRS (International Financial Reporting Standards) <i>ICMAP (Institute of Cost &amp; Management Accountants of Pakistan)</i></p> <p>Diploma in Tax Management <i>PIMS (Pakistan Institute of Modern Studies)</i></p> <p>Export Finance &amp; Long Term Finance Facility for SMEs <i>(SMEDA) Ministry of Industry, Government of Pakistan</i></p> <p>Export &amp; Import Certification UCPD-600 <i>ACUMEN Institute of Corporate Training</i></p> <p>Legal Issues for CFO, Company Secretaries, Senior Finance Professionals <i>TerraBiz Institute of Training and Development</i></p> <p>Advance Certification in Tax Management <i>Recknos Institute of Corporate Training</i></p> <p>Costing Procedure, System and Application Certification <i>(SMEDA) Ministry of Industry, Government of Pakistan</i></p> <p>SMEDA Sale tax refund and E-filing Certification <i>(SMEDA) Ministry of Industry, Government of Pakistan</i></p> <p>Pay Roll Complexities and Pay Roll Management <i>Recknos Institute of Corporate Training</i></p> <p>DAE (Mechanical) with 1<sup>st</sup> div. <i>Govt. College of Technology</i></p> <p>Apprenticeship (Mechanical) with 93%. <i>SIEMENS Pakistan Engineering Company</i></p>
<p><b>• COMPUTER SKILLS:</b></p>	<p><i>ERP-Next</i> <i>ER-Manager (ERP)</i> <i>Power Bi, Power Query and Advance Ms. Excel,</i> <i>Ms. Power Point, Ms. Word</i> <i>Quick-Book, Flash, Visual Basic, PASCAL and SQL</i></p>
<p><b>• PERSONAL DATA:</b></p> <p><i>Father's Name:</i></p> <p><i>CNIC:</i></p> <p><i>Passport:</i></p> <p><i>Nationality:</i></p> <p><i>Marital Status:</i></p>	<p><i>Muhammad Rashid Nomani</i></p> <p><i>42101-4041223-7</i></p> <p><i>BK8912231</i></p> <p><i>Pakistani</i></p> <p><i>Married</i></p>

<ul style="list-style-type: none"> <li>• <b>EXPERTISE/SKILLS:</b></li> </ul>	<ul style="list-style-type: none"> <li>i. <i>Financial Planning and modeling</i></li> <li>ii. <i>Excellent command on IFRS and Good Command on US-GAAP</i></li> <li>iii. <i>Contract negotiation</i></li> <li>iv. <i>Budgeting (Financial and Operational)</i></li> <li>v. <i>Production Planning, Optimal utilization of resources</i></li> </ul>	<ul style="list-style-type: none"> <li>vi. <i>Inventory management</i></li> <li>vii. <i>Excellent Analytical skills</i></li> <li>viii. <i>Target oriented and self motivated</i></li> <li>ix. <i>Good command on reports writing</i></li> <li>x. <i>Product/process costing</i></li> <li>xi. <i>Pricing strategies</i></li> </ul>
<ul style="list-style-type: none"> <li>• <b>REFERENCE:</b></li> </ul>	<ul style="list-style-type: none"> <li>1. <i>Mr. Syed M. Masood (Chief Operating Officer) Cell # 0300-8225501</i></li> <li>2. <i>Mr. Shuja khan (Business Manager in HRA Pvt. Ltd.) Cell # 0321-8777752</i></li> </ul>	