



Muhammad Osama

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Professional Experience

Mar 2022 – Feb 2023

Assistant Accountant

Islamabad, Pakistan

Oil and Gas Development Company Limited

- Creating purchase invoices of assets of fixed assets and inventory department.
- Calculate additions, valuations, transfers, and depreciation for all fixed assets in SAP and Oracle.
- Bank reconciliation and cheque clearance for the payments.
- Creating field imprest vouchers and payment approval from the bank.
- Review and update the detailed schedule of fixed assets and accumulated depreciation.
- Calculate asset retirement obligations for those fixed assets.
- Investigate the potential obsolescence of fixed assets.
- Conduct periodic impairment reviews for intangible assets.
- Prepare audit schedules relating to fixed assets, and assist the auditors in their inquiries.
- Track company expenditures for fixed assets management in comparison to the capital budget.

Dec 2019 – Jun 2021

Accounts Executive

Lahore, Pakistan

The Executive Apparel

- Bank reconciliations, general ledger, and monthly accruals for accounts payables and accounts receivable.
- Prepare bills, sales invoices, and purchase order reports on SAP ERP.
- Petty cash expenses, reimbursements, claims.
- Creating documents for the monthly tax liability on salaries.
- Managing internal expense reporting, and fixed asset management.
- Verifying the expense sheets with the payment invoices.
- Assisting accounts and audit department on all aspects relating to the preparation of year-end accounts.
- Strategically making decisions to prioritize urgent payments.
- Maintaining stock transfer records for auditor's assessment.

Jun 2018 – Aug 2018

Finance Intern

Wahcantt, Pakistan

Wah Industries Limited

- Vendor invoices and purchase order creation and maintenance
- Monthly Salary and Adhoc Allowance Calculation
- Calculation of travel and daily Allowance
- Bank Reconciliation and Cheque Clearance for the payments
- Calculation for administrative expense and distribution cost
- Financial Ratio Analysis

Education

Feb 2020 – Aug 2021	Masters in Business Administration (Finance) <i>Bahria University Islamabad</i>	3.40 / 4.00 CGPA
Oct 2015 – Sep 2019	Bachelor of Science in Accounting & Finance <i>University of Wah, Wahcantt</i>	3.66 / 4.00 CGPA
Aug 2013 – Jul 2015	Intermediate (Pre-Engineering) <i>FG Degree College, Wahcantt</i>	
Jul 2011 – Jun 2013	Matriculation <i>POF Model High School, Wahcantt</i>	

Projects/Thesis

Jun 2021	IMPACT OF CAPITAL STRUCTURE ON FIRM'S FINANCIAL PERFORMANCE <i>A STUDY ON MINERAL INDUSTRY OF PAKISTAN</i>	
	<p>This study aims to access the impact of capital structure on the financial performance of companies in the mineral industry listed on the Pakistan Stock Exchange.</p> <p>For the thesis quantitative data for ten continuous years (2010-2020) is collected from annual reports of 8 firms in the mineral sector and financial statement analysis published by the state bank of Pakistan.</p>	
Aug 2018	COMPANY FINANCIAL ANALYSIS <i>WAH INDUSTRIES LIMITED</i>	
	<p>This project evaluates the company's profitability through financial ratio analysis, profile, product, and services. During the project company's picture of the Cash balance generated from the company's operating, investing, and financing activities is also evaluated to know about company inflow outflows and external investment sources.</p>	

Courses

May 2020	Introduction to Sukuk Financing <i>Workshop on Introduction to Sukuk: Importance, Growth, Trends, and Future Market arranged by Washington Ethical Islamic Business Consulting, USA</i>
Mar 2019	Financial Statement Analysis <i>Workshop on Financial Statement Analysis organized by Department of Management Sciences, University of Wah</i>
Aug 2019	Investors Education <i>Seminar on Investor Education by Securities & Exchange Commission of Pakistan</i>
Apr 2020	Financial Literacy Training <i>Training program on Financial Capability development and financial management by National Institute of Banking and finance.</i>

Software Skills

SAP ERP Account payables, Account receivables, Sale and purchase invoicing, Asset depreciation module	Oracle Financial Services, Cloud Banking Solutions
Microsoft Office Word, Excel, PowerPoint	Xero Vendor invoicing, Bank transactions, Account reconciliation

Languages

English Proficient in Speaking and Writing	Urdu Native/Full Working Proficiency
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