

**ABDUL HALEEM**

Bungalow # 40 Plot# A-30

King Crystal Bungalows Near NICVD Sukkur, Sindh, Pakistan

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**Professional Profile**

Corporate accounting professional with extensive experience across a wide range of companies. Highly adept at the implementation and management of accounting systems and procedures.

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**Core Skills and Abilities****Corporate accounting skills and knowledge**

Ability to compile, verify, analyze, interpret, and disseminate critical financial data (actual, forecast and budgeted) to all major stakeholders and in multiple currencies. Competent in statutory reporting and tax related tasks.

**Systems implementation**

Successful implementation, analysis and management of new accounting systems and procedures, including systems integration and staff training.

**Communication and leadership skills**

Communicate effectively to build relationships both internally and externally, develop strategic partnerships and provide advice at all levels of management. Proactive leadership style to meet strict deadlines and maintain a team under pressure.

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**Employment History**

**November 2020 – till to date**

**Deputy Director Finance - The Begum Nusrat Bhutto Women University Sukkur**

The Begum Nusrat Bhutto Women University Sukkur is a first ever public sector women (general) university in Sindh province. It is operating with the sole objective to empower, facilitate and inspire Women with ambition. BNB Women University aims to enable capable women by providing quality education alongside exposure to endless opportunities for their socio-economic growth. Women participation is essential in all professional fields including Education, Technology, Management, Engineering, Politics, and Legislation among others.

**Responsibilities:**

- Prepare and submit monthly Management reports to the Director Finance and Vice Chancellor.
- To assist Director Finance to develop annual and quarterly budgets for the University.

- Supervising and assisting the team of eight finance associates in financial planning, accounting, annual budget, reporting and internal controls.
- Responsible for submitting monthly and annual tax returns.
- Responsible for Compiling Annual Accounts for audit.
- Responsible to liaison with auditors.
- Liaison with bankers of the University.
- Prepare weekly bank reconciliations.
- Implementation of ERP system at Financial and operational level at university.
- To look after all the day to day finance related activities and communicate with the Director Finance.

### **October-2016 – November 2020**

#### **Finance Manager, Sukkur Blood & Drug Donating Society**

Sukkur Blood & Drug Donating Society is an NGO and a charitable health care organization at Sukkur. The organization is mainly working for Thalassemia patients and providing the other medical services to the needy and less privileged people in the society.

#### **Responsibilities:**

- Prepare and submit monthly Management reports to the CEO/Director and BOG members.
- Responsible for submitting monthly and annual tax returns.
- Responsible for Compiling Annual Accounts for audit.
- Responsible to liaison with auditors.
- Liaison with bankers of the organizations.
- Prepare weekly bank reconciliations.
- Implementation of ERP system at Financial and operational level.

### **November-2014 – September-2016**

#### **Finance Manager, M.I. Industries**

M.I. Industries is a owner Managed company with a broad portfolio of Fashion Textile & Apparel manufacturing products with 100% Exports.

#### **Responsibilities:**

- Prepare and submit the group's monthly financial results, budget and complete the reporting requirements
- Maintain the general ledger, ensuring compliance with International Accounting Standards
- Prepare the Monthly and Annual company tax returns.
- Review the monthly Business Activity Statements and review all monthly balance sheet reconciliations.
- Monitor stock levels and perform inventory reconciliations.
- Supervise the annual audits (internal and external)
- Review and make decisions on credit limits of new and existing customers.

- Review and authorize the weekly accounts payable run.
- Improve existing processes and streamline workflows.

### **July-2013 to October-2014**

#### **Assistant Manger Finance ABM Info Tech Pvt Ltd**

ABM Info Tech Pvt Ltd is IT solution group. It has Three offices locally in Karachi, Lahore & Islamabad.

#### **Responsibilities:**

- To manage working capital requirement of the group on daily basis
- To look after all tax related matters of the group independently.
- To assist the immediate management in preparation of financial reports for the group and individual compnies.
- To assist the management in developing an ERP system in the organization.
- To liaison with foreign vendors.
- To prepare different management reports for the management.

### **March 2011 to March 2013.**

#### **Manager Finance (Ideal International)**

Ideal International was a owner Managed company with a broad portfolio of Home Textile with 100% Exports to UK & Europe.

- To look after all finance related matters.
- To prepare Monthly accounts for factory & Head office individual and consolidated.
- To look after costing for allocated orders.
- To analyze pre & post costing and prepare reports for management.
- To scrutinized daily transaction for factory only as Internal Auditor. Moreover to prepare monthly audit report to management.
- To prepare job wise profit & Loss statement for management.
- To prepare cashflow statements on weekly basis for management use only.
- To look after all Taxation related matters independently.
- Involved in system development (transition from manual to Oracle) ERP system.
- Moreover to establish piece rate for different items on time and motion study basis.

## **January 2009 to February 2011**

### **AUDIT MANAGER (PKF F.R.A.N.T.S Chartered Accountants)**

During this period of almost 25 months, I was responsible for supervision of audit engagements. My responsibilities also included looking after various internal audits clients as audit manager, these include following clients.

- 1- United Mobiles Ltd.
- 2- Alnoor (MDF) Pvt Ltd.
- 3- Shahmurad Sugar Mills.
- 4- Ravian Group Pvt Ltd.
- 5- Ideal International.
- 6- Amsons Textile mills.

Some of other clients attended during the period are:

- 7- Liberty Mills Pvt Ltd.
- 8- Genix Pharma Pvt Ltd.
- 9- UBL Mudarba.
- 10- Mukashi Pvt Ltd.

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### **Educational Development**

**ACCA (2004 to 2009)**

**B.COM (2006–2008)**

**H.S.C – (Pre. Eng) (2000 to 2002)**

**S.S.C – (Science) (1997 to 2000)**

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### **Skills**

- Oracle
- SQL Based Softwares

- Fox Pro
  - Microsoft Excel
  - Microsoft PowerPoint
  - Microsoft Word
  - One Year Teaching experience to ACCA students at Technician Level at CAMS Karachi.
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## **References**

Available upon request.