

# SHAHZAD ANJUM

## Manager Accounts & Finance

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Portfolio: <https://shahzad-anjum-tax-accounts.netlify.app>

Location: Karachi, Pakistan.

### PROFESSIONAL SUMMARY

Accounts & Finance Manager with 20+ years of experience in Pharmaceutical, Textile and FMCG sectors. Expertise in Financial Reporting, finalization of accounts, Taxation (FBR Income Tax & Sales Tax), Internal & External Audits, ERP systems (SAP, Oracle, QuickBooks & Dot Net), Budgeting & Cost Control. Proven record of accomplishment: **45% operational cost reduction, 50% improvement in receivables, 15% enhanced cash flow** and successful ERP transformations. Skilled in leadership, process optimization, and regulatory compliance.

### CORE STRENGTHS

- **Financial Reporting:** Financial Statements & Final Accounts.
- **Taxation:** Expertise in FBR Income Tax & Sales Tax Compliance and Resolution of FBR Notices.
- **Internal & external Audit:** Conducted audits of stores, inventory & cash, external annual statutory audits.
- **ERP Systems:** Advance use of ERP Dot Net, SAP, Oracle, and QuickBooks.
- **Budgeting & Cost Control:** Successfully achieved a 45% reduction in operational costs through financial controls and improved Recovery (Receivable) by 50%.
- **Import & L/C Documentation:** Supervised L/C documentation and bank coordination, achieving a 20% reduction in import costs, eliminating demurrage and port delays.
- **Accounts Receivable Management:** Enhanced liquidity and cash flow efficiency by 15%, reduction in late recoveries and improving outstanding receivables by 50%, Optimized Accounts Receivable.
- **Accounts Payable Management:** Managed 100+ vendor, eliminated payment errors & duplication of payments, Optimized Accounts Payable.

### PROFESSIONAL EXPERIENCE

#### Deputy Manager – Accounts & Taxation | Sois Life Sciences (Nov 2023 – Present)

- Filing monthly Sales Tax & Annual Income Tax returns achieving full FBR compliance.
- Resolved FBR notices and compliance queries within deadlines, maintaining regulatory adherence.
- Supervising preparation of Financial Statements ensuring 100% accuracy and timely submission.
- Prepared monthly budgets and tracked variances, optimized budgets, expenses, payables and recoveries.
- Executed withholding tax deductions & deposited under sections 153 & 149, maintaining 100% FBR compliance.

#### Manager Accounts | Winthrox Laboratories (Pvt.) Ltd. (Sep 2020 – Oct 2023)

- Managed Accounts Receivable & Payable for 100+ vendors, reducing payment errors & improving cash flow.
- Eliminated duplicate payments through improved verification, saving costs and increasing accuracy.
- Prepared accurate Financial Statements, ensuring compliance with statutory requirement.
- Managed all Income Tax / Sales Tax filings, maintaining "Active" taxpayer status.

### **Manager Accounts | Incom Rockwool (Pvt.) Ltd. (Aug 2018 – Jun 2020)**

- Managed daily bank positions and liquidity to ensure uninterrupted operations.
- Prepared Financial Statements and ageing reports to maintain healthy cash flow.
- Coordinated with external auditors, ensuring 100% accuracy and timely completion of statutory audits.
- Timely filing of Sales Tax returns, avoiding penalties & FBR notices.
- Provided leadership in ERP development, integrating accounting & inventory modules, improving data accuracy.

### **Manager Internal Audit | Artistic Apparels (Pvt.) Ltd. (Apr 2016 – Jun 2018)**

- Conducted monthly Audit of stores, inventory & Cash, resolved discrepancies, achieving full book accuracy.
- Investigated & identified stock discrepancies & improving inventory accuracy.
- Prepared audit reports to strengthen internal controls and operational efficiency.
- Audited vouchers, Purchase Orders & Sales Tax Invoices, ensuring full payment accuracy.

### **Manager Import & Internal Audit | Maksons Textiles (Pvt.) Ltd. (Jan 2015 – Mar 2016)**

- Managed Import and L/C documentation to ensure zero-delay custom clearance & uninterrupted production.
- Coordinated with banks/agents to align LC documentation with arrivals and eliminated port delays.
- Reduced demurrage and eliminated port delays, reduced import cost by 20%.
- Optimized the costing sheet, reducing landed-cost discrepancies by 10%, improving pricing accuracy.

### **Manager Costing | Gulistan Textile Mills Ltd. (Aug 2007 – Oct 2011)**

- Optimized yield and production reporting to identify waste and improved manufacturing efficiency.
- Reduced raw material wastage by 5% leading to significant annual savings.
- Managed cotton inventory/consumption reporting to ensure stock availability and avoid over-purchasing.
- Directed asset insurance renewals and premium tracking to ensure full coverage and loss prevention.

### **Assistant Manager – Accounts & Taxation | Ahmed Foods (Pvt.) Ltd. (Feb 2004 – Mar 2007)**

- Prepared year-end Financial Statements (Balance Sheet & PNL) for Board review.
- Coordinated Annual Statutory Audit, achieving "clean" audit report.
- Filed monthly Sales Tax Returns on time, ensuring 100% FBR compliance and zero penalties.
- Managed 100+ vendor accounts and WHT, eliminating duplicate payments and ensuring on-time settlements.

## **KEY ACHIEVEMENTS**

- **Digital Transformation & ERP Implementation:** Led ERP transition, reducing processing time by **60%**.
- **Cost Management:** Reduced operational costs by **45%** through budget control and process improvement (Case Study available in Portfolio).
- **Working Capital Optimization:** Improved receivables by 50%, cash flow by 15%, reducing late recoveries
- **Supply Chain & Import Efficiency:** lowered Import costs by **20%**, eliminating port delays and scheduling shipments with optimized clearing timelines (Project details available in Portfolio).
- **Liquidity Management:** Improved overall cash flow efficiency by **15%** through financial planning.

## **EDUCATION**

- **MBA (Finance)** – Preston University
- **CA (Part)** – Institute of Chartered Accountants of Pakistan
- **MA (Economics)** – University of Karachi
- **B.Com** – University of Karachi

## **COMPUTER SKILLS**

QuickBooks, Oracle, SAP, ERP Dot Net Systems, Busy, Tally, FoxPro, MS Word, MS Excel. (Certificates available in Portfolio).

## **PERSONAL SKILLS**

Strong planning, leadership, organization, Task completion and reporting skills.