

MALIK GHULAM SHABBIR

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 House #463, Ground Floor, Street #17, Chaklala Scheme III, Rawalpindi

Professional Summary

Experienced and detail-oriented accounting and finance professional with expertise in financial management and bookkeeping across non-profit and corporate sectors. Adept in using financial tools such as SPSS, Minitab, Excel, and Word. Holds a Master's degree in International Banking & Finance from Liverpool John Moores University, UK.

Work Experience

Accounts Officer

Al-Mujtaba Education Trust (Registered NGO under Pakistan Centre for Philanthropy)

Nov 2018 – Present

Financial Responsibilities

- Managed complete bookkeeping and financial records of the Trust in line with PCP standards.
- Prepared monthly cash book reconciliations with bank statements.
- Maintained up-to-date records of donors and beneficiaries.
- Compiled financial reports detailing donation inflows and their allocation for review by the Chairman and senior management.
- Presented budget forecasts and fund balance statements.
- Generated financial statements and reconciliations, including petty cash reports, restricted funds usage, and budget allocations.
- Coordinated with asset management firms to invest surplus funds and conducted investment performance analysis, including XIRR calculations.

Project Financial Oversight

- Maintained dedicated financial records for the construction of a 7-storey building at Al-Mujtaba Education Complex, ensuring accurate tracking of project-related expenses.
- Monitored fund inflows/outflows for all Trust-run projects.
- Tracked reserved funds for multi-year higher education initiatives.

Administrative Duties

- Reviewed and verified beneficiary forms prior to payment processing.
- Assisted in revising the scholarship award policy.
- Maintained donor files and processed financial transactions (Online Transfers, Cash, and Cheques).
- Addressed donor queries and provided requested information efficiently.

Tax & Regulatory Compliance (FBR)

- Withheld taxes under Sections 149,153 & 155 and ensured timely deposit to FBR.
 - Filed quarterly and biannual withholding statements through IRIS.
 - Prepared and submitted applications for tax exemptions under relevant sections.
 - Managed all required tax documentation and statements for the Trust.
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Compliance Officer (Evening Shift)

Falki Capital Pvt. Ltd. (TREC Holder – Pakistan Stock Exchange)

Oct 2020 – Jan 2024

Financial Management

- Compiled and maintained essential financial reports (Balance Sheets, Income & Cash Flow Statements).
- Collaborated with auditors and regulators for annual reviews.
- Prepared monthly trial balances, capital gain/loss statements, and other SECP-required reports.
- Finalized year-end accounting entries and reconciled bank statements for both house and client accounts.
- Conducted financial analysis, including Liquid Capital, Net Capital Balance, and Net Worth evaluations.
- Posted all receipts, payments, and adjustments in the accounting system.

AML/CFT Compliance

- Participated in certified AML/CFT training.
 - Ensured operations adhered to SECP, PSX, NCCPL, CDC, and FMU regulations.
 - Oversaw AML reporting to SECP (quarterly and annually).
 - Attended compliance and board meetings regularly and presented compliance reports.
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Support Services Executive (Remote)

SehatYab – Online Mental Health Platform

Jul 2024 – Nov 2024

- Maintained digital records using Google Drive for documents received via email/WhatsApp.
 - Reconciled collections from multiple payment channels (credit cards, bank transfers).
 - Prepared monthly financial distributions for doctors and company stakeholders.
 - Managed payroll, taxes, and commission disbursements.
 - Developed financial spreadsheets and reports for CEO decision-making.
 - Handled banking operations, including uploading payments and processing approval requests.
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Key Achievements

- Designed and implemented standardized payment procedures for vocational centers across Pakistan under Al-Mujtaba Trust.
 - Successfully transitioned the Trust's accounting system from calendar year to fiscal year, streamlining reporting and tax compliance.
 - Recommended fund segregation protocols to enhance transparency between project directors and beneficiaries.
 - Effectively balanced and delivered on responsibilities across full-time and part-time roles in NGO and corporate sectors concurrently.
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Skills

- Proficient in all core aspects of Accounting, Bookkeeping, and Financial Management.
 - Advanced knowledge of SPSS, Minitab, MS Excel, Word for quantitative and qualitative data analysis.
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Education

MSc – International Banking & Finance

Liverpool John Moores University – UK (2004-2005)