Touseef

[Touseef.223781@2freemail.com](mailto:Touseef.223781@2freemail.com)

**Accounts Manager**

**Assist. Accounts Mgr/Assist. Finance Mgr/Assist. Audit Mgr**

Confident, creative and highly qualified Accounting and Finance Professional with more than 2 years of Accounting & Finance management experience. Solid track record as Accounts Manager with implementation of ERP and Solution HUT.

**Core strengths**

|  |  |
| --- | --- |
| * Finance | * Excellent presentation skills |
| * Accounts management | * Solution Hut ERP based software |
| * Audit | * ERP |
| * Reporting | * Strategic planning skills |
| * Creative team leadership | * MS Office, PowerPoint, Excel. |

**EXPERIENCESNAPSHOT**

**Micro Corporation (Pakki kotli Daska Road Sialkot – Pakistan)**Jan 2013- Feb 2015

Designation: *Accounts Manager*

Responsible for managing the Accounts of Makers, Venders and Suppliers to the Company. Lead the team in the implementation of the ERP in the company. Prepared the profiles of the makers and suppliers to the company. Also prepared the company catalog along with whole descriptions of the products. Shifted the last two years of data from manual to ERP.

. Key accomplishments are:

* Made the profiles of Makers, Venders and Suppliers of the Company.
* Authorization and supervision of transactions passed by the accountant and production department.
* Preparing the monthly bills of the makers and making them payments.
* Managing the long and short term loans to Makers.
* Communication with the legal and taxation authorities.
* Auditing and authorization of salaries prepared by the accountant.
* Authorization of J.V’s, BPV’s CPV’s

**H.W Foods (Pvt.) ltd. (M.M Alam Road Lahore – Pakistan)**August 2012 - Feb 2013

Designation: *Assistant Accounts Manager*

As an Assistant Accounts Manager Key responsibilities were:

* Passing the day to day Journal entries.
* Preparing the daily, weekly and monthly sales Summary
* Daily costing and analyses of variation in the cost.
* Preparing the salaries of the employees for the month ending along with their short and long term loans.

**OTHER ACHIEVEMENTS**

* WWF Internship and Certificate
* Certificate of Appreciation SKANS School of Accountancy
* Founder of Welfare organization named “ Umeed-e-Seher”
* Have been two times Student of the year. (2007 & 2008)

**EDUCATION**

**ACCA (UK) 2015**

**Major:** Accounting, Finance, Audit and Reporting

*SKANS School of Accountancy, Lahore*

**Major Coursework**

|  |  |  |
| --- | --- | --- |
| * Accounting | * Finance | * Business Ethics and Governance |
| * Reporting | * Audit |  |

**BACHELOR OF COMMERCE 1ST Division 2010**

*University of the Punjab (Punjab College of Commerce, Sialkot)*

**INTERMEDIATE IN COMMERCE 1ST Division 2008**

*BISEGR (Sialkot College of Commerce Sialkot)*

**PERSONAL INFORMATION**

|  |  |
| --- | --- |
| **Date of birth** | 08 July, 1992 |
| **Gender** | Male |
| **Marital status** | Single |
| **Nationality** | Pakistani |

**LANGUAGES**

* English (Fluent)
* Arabic (Beginning)
* Urdu (Fluent)