**ASHFAQ**

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**Career Summary:**

Skilled professional with 5+ years’ experience in Rehmpack Pvt ltd, I have good exposure in different areas of accounts like Costing, Internal Audit, Accounts Payable, Accounts receivables, Costing of Import Consignment and knowledge of taxation. I have very good experience in reconciliation with good command on excel. I am a self-motivated professional, maintain high standard of quality and accuracy at work, My strength is 100% determination and taking full responsibility of the work have good team leadership skills and always willing to exceed the expectation.

**Career Objective:**

To work in a dynamic environment where I can utilize my professional financial skills like costing, account payable account receivable management, import related costing & internal audit related work.

**Professional Progression:**

**Organization: Rehmpack (Pvt.) Ltd.**

**Period: June 2010 to 23 Dec 2016**

**Position: Senior Officer Finance**

**Accounts Payable & Receivable**

* Manages accounting functions including maintenance of general ledger, accounts payable, accounts receivable
* Review applicable accounting reports and accounts payable register to ensure accuracy
* Handles all vendor correspondence via phone or email
* Reconciles accounts by identifying errors in posting or omissions by applying appropriate accounting standards
* Assisted Finance Team with month end processing, including accruals and account reconciliations
* Performed the daily Bank reconciliation.
* Perform day to day financial transactions including verifying, classifying, posting and recording accounts rec data
* Reconcile the accounts receivable ledger to ensure that all payments are accounted for and properly posted.
* Generate financial statements and reports detailing accounts receivable status
* Reconciliation of Clients ledger
* Complete payroll functions in order to ensure staff are paid in an accurate and timely manner

**Internal Audit (inventory)**

* Determine proper storage methods, identification, and stock location based on turnover, environmental factors, and

physical capabilities of facilities

* Verify inventory computations by comparing to stocks physical counts, investigate discrepancies or adjust errors.
* Responsible for the all the reconciliation and maintenance of all documentations.

**Costing**

* Planning, Studying&collecting data to determine costs of business activity such as raw material, inventory &labor
* Prepare Costing sheet for evaluating profit or loss according to specific jobs
* Analyze actual manufacturing costs &prepare periodic reports comparing standard costs to actual production costs
* Providing management with reports specifying and comparing factors affecting prices and profitability of products
* Prepare and report monthly customer and product wise summary.
* Maintain and review the controls needed for data accumulation and reporting systems

**Import Work**

* Preparation of reports specifying cost of consignment Imported
* Deals with clearing agent for upcoming consignment
* Update consignment in the books

**Education:**

**Degree / Certificates University Grade**

MBA (Finance) University of Karachi 3.016 GPA

B.Sc. University of Karachi 2nd Division

**Courses**

SAP FI (Training in progress) IBPD

Peachtree IBPD

Professional Accountancy Course Skill development council

Computer Training Course Vocational Training Centre

**Skills & Abilities:**

* ERP system
* Excellent command on Ms Office (especially in Ms Excel)
* Worked in Finsoft data tech

**Personal Information:**

Date of Birth : May, 25 1985

Nationality : Pakistan

Religion : Islam

Marital Status : Married