Ayaz

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**PROFESSIONAL OBJECTIVES**

To work in a place that provides professional challenges and learning opportunities by capitalizing on acquired expertise and experience.



**ACHIEVEMENTS**

Successfully re-organized filing system, voucher series for all kind of vouchers, new chart of accounts, mapping of GLs and transferring the data, improvement in MIS reporting, major restructuring in banking facilities offer letter, saving of 50% finance cost through business process re-engineering and applying sophisticated invoice wise & date wise aging analysis techniques, mentoring the juniors in order to make them better intellectual property of the organization, etc.

Successfully designed and implemented the cash & bank collection and time sheet MIS reports, thus reducing 60% staff time. Implemented complete ERP system.



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| **WORK EXPERIENCE** |  |  |  |  |
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|  | **Ahmed Technologies Pvt. Ltd** |  |  | **Karachi, Pakistan** |
|  | **Sole Distributor and manufacturer of Electronic Goods** | **Sep 2015 – Dec 2016** |  | **Deputy Manager Accounts & Finance** |
|  | ***Reporting*** *to Head of Accounts and Finance***–** |  |  |  |
|  | **Responsibilities:** |  |  |  |



* Preparation of the monthly, quarterly and annual financial statements for the company. Ensure consolidated statements are appropriately presented.
* Ensure maintenance of system of accounts and financial reporting in accordance with IFRS and regulations.
* Monitoring Cash Flows and fund flows also making funds management reports.
* Complete required tax reporting in a timely manner as well as filing of monthly sales tax and withholding tax.
* Ensure month-end closing of GL, verifying with subsidiary ledgers (AP, AR, Fixed Assets) on timely basis to support company reporting
* Month-end and periodic reconciliation of balance sheet and P&L accounts to schedules.
* Review of recorded journals for accuracy, completeness and on time.
* Planning, supervision and review of the work done by the juniors. Reconcile the tax data with financial statements..
* Research the implications of tax laws and develop tax-saving strategies to advise company on tax related issues.
* Ensure recording of revenue and expense transactions are accurate, in line with accounting principles/standards of all branches.
* Prepare all period end journals for prepayments, accruals correctly and promptly.
* Ensure inventory is managed effectively including inventory for valuation and costing.
* Ensure physical inventory count is done and reconciled to purchasing module.
* Ensure intercompany transactions are managed appropriately.
* Finalize closing inventory, Stock valuation (Pricing), Handling all the issues of stock movements and preparation of stock transfer reports.



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| **Pinnacle Enterprises Pvt. Ltd** |  |  |  |  | **Karachi, Pakistan** |  |
| **Manufacturer of Spectacle glasses and traders** |  | **Aug 2013 – Sep 2015** | **A** | **ssistant Manager Finance and Account** | **s** |
| ***Reporting*** *to Chief Executive Officer and Finance Manager***–Responsibilities:** |  |  |  |
| - GL mapping and controlling |  |  | - Reviewing bank reconciliations and vendor reconciliations |
| - Redesigning of Chart of Accounts |  |  | - Presentations to Board of Directors (BOD) and clients |
| - Preparing and maintaining of Fixed Asset Register |  |  | - Monthly and yearly closings |
| - Liaison between management and external auditor |  |  | - Preparing corporate and tax compliances |
| - MIS development and reporting |  |  | - Resolving disputes with banks and vendors |
| - Preparing financial statements |  |  | - Preparation of minutes of BOD meetings |
| - Reviewing the payment vouchers and JVs |  |  | - Preparing projected financial statements |
| - Ensure appropriate accruals are maintained and monitored. |  |  | - Review of recorded journals for accuracy, completeness. |
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| **A To Zee Printers and packages Pvt. Ltd** |  |  |  |  | **Karachi, Pakistan** |  |
| **Manufacturer of Gravure Printing and Packaging** | **Nov 2012 – Aug 2013** |  | Senior Accounts Officer |  |

***Reporting*** *to Assistant manager Accounts and Finance and manager Finance*

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| **Responsibilities:** |  |  |
| - Finalizing manufacturing, trading and profit and loss accounts. | - | Preparation of adjusting entries and credit and debit memos. |
| - Arranging new sources of finance for a company's debt facilities. | - | Verification of physical stock. |
| - Producing accurate financial reports to specific deadlines. | - | Following up stock and make stock sheet. |
| - Liaising with auditors to ensure annual monitoring is carried out. | - | Supervising the reconciliation of bank statement. |
| - Maintain Cash book, Sales Book and Purchase Book. | - Review of payroll and Receivables. |

* Researching and reporting on factors influencing business performance.
* Costing and preparing reports on variances incurred due to quantity and price differences.
* Monitoring and interpreting cash flows and predicting future trends. Designing of reports, Spread sheet, and format in MS Excel

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| **SMM & Co. *(Chartered Accountants)*** |  | **Karachi, Pakistan** |
| **Member of AGN International – Leading Consultancy Firm** | **Jan 2011 – July 2012** | **Accounts and Audit officer** |



***Clientele:*** *Invest and Finance Securities, Invest One Markets, Shajar Capital, Rauf Textiles and Apparels, N.J. Autos, Royal**Management Services, A to Zee Printers and packages , Imperial Electric Company . Fixed asset verification of Port Qasim international..Ankal Seriya hospital etc.*

**Responsibilities:**

* Assist Senor auditor in planning and execution of external Audits, Internal audits, regulatory assignments and reviews of various financial and non-financial sector clients.
* Meeting clients for the system understanding, documenting the system and performing walkthrough tests.
* Review of significant accounting and business processes of clients.
* Monitoring the timely preparation of all deliverables including Financial Statements, Management Letters and other deliverables.
* Responsible for highlighting weaknesses/ risks associated with business processes identified during audit process & suggest changes.
* Maintain and update income tax sheet.
* Input and handling of financial data and reports for the company's automated financial systems.
* Assist seniors of the department to liaison in between.

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| **Phicium Education Center** |  | **Karachi, Pakistan** |
| **Well known educational Institution** | **Jul 2009 – Aug 2010** | Accounts Executive |
| **Responsibilities:** |  |  |

* Maintains date base of students and teachers.
* Supervise attendance system.
* Performing all correspondence/documentation and filing of general operations
* Responsible for recruitment & placement, student’s orientation and update accounts.
* Document and up-date periodically the accounts of college.



**SKILLS**

* **Financial:** Cash flow control, Management accounts, Budget preparation, Financial reporting and Forecasting, Interpreting financialdata, Auditing, Strategic analysis, Financial analysis, Costing, etc.
* **Management:** Predicting future trends, Supervisory skills, Financial regulations, Decision making, Managing budgets, Effectivedelegation, Conflict resolution, Punctuality, etc.
* **Personal:** Communication skills, Good IT knowledge, Presentation skills, Problem solving, Analytical mind, Integrity, Honesty,Motivation, Ambitious, Interpersonal skills, Team work, Initiative, Flexibility, Adaptability, etc.
* **Computer:** Worked on various accounting, auditing, taxation and operation related software, such as Enterprise Resource Planning **(ERP)**, Fixed Asset Management System, Inventory Management System, Quick book, SkiData, etc. Proficient in Microsoft Officeapplications especially MS Excel and MS Word and PowerPoint.



**SEMINARS, WORKSHOPS AND OTHER COURSES**

* Attended various seminars conducted by Iqra University and ACCA Pakistan Office on **Taxation, International Financial Reporting** **Standards, Derivatives and other relevant industrial and professional issues**. Attended workshop for **Business Writing**.



**HOBBIES AND INTERESTS**

Captain of SACL cricket team and active member of cricket team at Iqra University Cricket Tournament, teaching, music, mentoring, swimming, badminton, snooker and traveling.



**PROFESSIONAL QUALIFICATIONS**

* Currently enrolled ACCA and cleared 7 courses of ACCA (Association of Certified Accountant) from ACCA Pakistan.
* Certificate in English language testing system (IELTS) with 6.5 bands from British council – United Kingdom.
* Diploma in Computer and Business Management with A Grade from Beginner base Academy of Professional Education and Sindh Board of Technical Education.
* Certificate in Information Technology with A+ Grade from Phicium Collegiate of Professional Education and Skill Development.

**ACADEMIC QUALIFICATIONS**

* **Master’s in Business Administration (PK)** –Iqra university ( Majors: Finance)
* **Bachelors of Commerce (PK)** –University of Karachi

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**AVAILABILITY**

Immediately

