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| FARHANFARHAN.354924@2freemail.com  |  |
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| **Career Objective** |
| Being a committed team player, want to be a part of a renowned organization, to contribute towards the growth of the Organization, based on my expertise and to further my personal capabilities by learning from the new exposure within the structured framework of the organization |
| **Profile Summary** |
| * **ACCA (Qualified) with more than 6 years of experience** in handling Accounts, Audit & ERP Function in famous organization of FMCG, Retail, wholesale and Ready Mix.
* Hands-on Experience in: Accounting functions, Finalization of Accounts, Debtor/ Creditor Control, Accounts Reconciliation MIS and financial analysis
* Advance Knowledge of International Financial Reporting Standards (IFRSs) and International Standards on Auditing (ISAs)
* Good understanding of Business process and Functional knowledge of Oracle Financial & Other Accounting Software’s
* Major achievements include implementation of ERP, Organizing of Chart of Accounts, Establishing SOP’s.
* 83% marks in ACCA (INT) Financial Accounting exam
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| **Professional Experience** |
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| **Senior Accountant****Al Falah Ready Mix Qatar Apr *2015 to Mar 2017*** |
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| **Major Projects :** Red Line Metro, Al Bayt Stadium |

Al Falah Ready Mix is a Subsidiary of Al Falah Holding Company AUH, UAE promises a good performance without compromise, and we are the only Ready Mix Company operating from (12) strategic locations in the U.A.E, Qatar and KSA. Where we operate 25 automated concrete batching plants with a collective installed production capacity exceeding 20,000 m3 of ready mix per day (6 million m3 per annum)**Key responsibilities :*** Financial reporting and monthly closures.
* Processing and making payments which include posting vendor payments when due, Intercompany payments, pay order and employees expense claim reimbursement.
* Banks, and sister concern company Reconciliation.
* General Ledger Posting, Accounting and input monthly Adjusting and recurring closure journal entries
* Provide guidance to the management team on the interpretation of financial & accounting results and propose action plans for improvement/ corrective action
* Communication with banks and handling all banking related matters;
* Bank reconciliation & Reconciliation of cash control accounts agreeing adjustments and identifying balances to be written off
* Updating Fixed Assets Register with monthly physical verification
* Updating the customer accounts for payments received and following up for unpaid invoices;
* Reconciling the customer accounts and resolving the disputes with customers
* Financial analysis on periodical basis. Management of funds in order to meet the financial needs of company
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| **Accounts Officer****Service Sales Corporation Pvt. Ltd. Mar *2012 to Jan 2015*** |
| Service Sales Corporation (Pvt.) Ltd. (SSC) is Pakistan’s leading retailer has always been at the forefront of taking new initiatives to provide best experience to its customers across Pakistan. Operating through a network of more than 450+ retail stores and exceeding 2500 independent retailers in our wholesale network across Pakistan, SSC today has the largest retail presence in Pakistan. **Achievements*** Successfully completed Fixed Assets Categorization & barcode all assets on all 450 plus shops
* Worked on Shop Manager’s receivables assignment and successfully reduced/recovered 80% of PKR 112 Million within stringent deadlines.
* Co-ordinated and managed the implementation of ERP(Oracle R12) In Servaid Pharmacy (A service Group company) (process mapping, Req. specification, Data change, parallel running management and reconciliation

**Key responsibilities :****Assist Manager Accounts in the preparation of financial Statements of Service Sales Corporation Pvt. Ltd** * Managing General Ledger & making adjustments in the Financial Statements
* Monthly management reporting on variance analysis and necessary corrective action

**Managing Fixed Assets Module*** Monthly Additions and Retirements of Fixed Assets & Posting of sale proceeds in GL Module
* Posting of sale proceeds in GL Module
* Monthly reconciliation of fixed Assets with their control accounts.
* Updating Fixed Assets register monthly basis.

**Managing Account Receivables*** Uploading Daily Remittance in EBS after Proper reconciliation of amount credited by bank with cash deposit slips
* Knocking Daily Remittance against respective Sales figure
* Updating Daily Bank Cash Position
* Meeting with shop Managers & Operation Dep. for clearance of Shop managers personal Receivable accounts

**Managing Insurance Receivables Account*** Verifying the amount of claim lodge as per policy with actual incident amount and follow-up with internal department for recovery of insurance claim
* Allocating precise reason codes for various complex but similar transaction i.e. Cash Loss against Sale, Cash Loss against Sale & Insurance Debtor A/C

**Managing Franchise Account** * Maintaining proper Accounting records in Addition, Deletion & Further investments of 166 Franchises
* Sorting investments of Franchises into proper Accounting Heads i.e. License Fee, stock Security, Renovation Security and Rent Security.

**Managing Account Payable*** Posting payable invoices of shoes supplier and other parties.
* Supplier wise reconciliation.
* Updating monthly due payment list of Creditors.

**Working as a Functional Consultant in Oracle R 12*** Define New Accounting Combination (Chart of Accounts),Tax codes, Supplier & Debtor opening
* Uploading ADI’s regarding expenses, Utilities, GST & WHT.
* Creation of Service Request (SR) at Oracle Helpdesk for resolving of accounting issues.
* Prepared Core data for implementation of ORMS in Service Sales Corporation.

**Accountant** **Gourmet Foods. *Jan 2011 to Feb 2012***Gourmet Foods is a bakery and confectionery chain based in Pakistan. It has seven processing units and over 100 stores in Lahore & other cities. Apart from preparing traditional sweets the business has expanded its operations and also produces its own branded soft drinks, beverages, and mineral water as well as milk and dairy products**Achievements*** Successfully trained shop Managers across the network to operate till machines before implementation of EPOS system.
* Developed and implemented SOPs with relevant Finance Managers for Remittance of daily sales at shops.

**Key responsibilities :*** Reconcile Shop Remittance with Bank Statement and MIS on Daily and Monthly basis
* Sales Audit of 100+ Shops
* Stock taking of Shops on fortnightly basis
* Posting of miscellaneous expenses of shops after verification of attached evidences
* Posting payable invoices and payment to vendors after deduction of Sales and Income tax
* Supplier wise Reconciliations
* Active involvement in implementation and testing of EPOS on Shops
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| **Professional & Educational Qualification** |
| ***ACCA(Qualified)-***From The Association of Chartered Certified Accountants, **UK**, 2013**Bachelor in Commerce-** From Bahauddin Zakariya University Multan, **Pakistan****Diploma in Commerce**- From BISE Lahore, **Pakistan** |
| **Others** |
| * Completed Professional Ethics Module examined under ACCA Code of Ethics & IESBA as a part of CPD
* Attend Training of Championing the SSC values 2014 held at Royal Palm Golf and Country Club Pakistan.
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| **Information Technology Purview** |  **Languages** |
| Well versed with MS Office Application Including Word, Excel (VLOOKUP, Pivot Tablesand other Advance Excel Functions)Professionally Trained in ERP Oracle R12 & knowledge of QuickBooks, Peachtree & Tally ERP | * English
* Urdu
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**References** shall be provided when demanded. |