Ahmed M.BA, CMA(Continue)

**Accountant**

**Payable & Receivable | Accounting & Reporting**

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| --- | --- | --- |
|  | Location Preference: | **GCC Countries** |
|  |  |  |  |
|  |  |  |  |
|  | **Ahmed-396736@gulfjobseeker.com** |  |  |

 Profile Summary

Accounting & finance professional offering **6 years** of rich experience in Accounts Payables & Receivables, **Financial Analysis &** **Internal Controls**

Proficient in Managing & working with book keeping, compiling financial reports, Financial analysis and internal financial controls and costing

Experience of leading more than **3 subordinates** to manage and direct reconciliation of ledgers, accruals and prepayments settlement of suppliers and generate payment runs.

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|  | Core Competencies |  | Organizational Experience |  |  |
|  | **Financial Analysis** |  | **Nov'17- Jan’20** |  |  |
|  |  | **as Assistant Manager Accounts** |  |  |
|  |  |  |  |  |
|  | **Costing, Budgeting & Forecasting** |  | **Key Responsibility Areas:** |  |  |
|  |  | Spearheading the payables, payments of operational, direct & indirect expenses |  |  |
|  |  |  |  |  |
|  | **Payroll Processing** |  | and reporting of such expenses |  |  |
|  |  |  | Drafting & finalizing the monthly, quarterly, half-year and annual income |  |  |
|  | **MIS Reporting** |  | statement and presenting to management to identify the risks and |  |  |
|  | **Account Payables & Receivables** |  | opportunities |  |  |
|  |  | Directing a team of 3 Subordinates; managing the Subcontractors & Suppliers |  |  |
|  |  |  |  |  |
|  | **Internal Control** |  | Payments and following with them for any query |  |  |
|  |  | Reporting to management for actual cash flow & and projected cash |  |  |
|  |  |  |  |  |
|  | **Project Management** |  | requirement to meet the operational cash needs |  |  |
|  |  | Administering the bank reconciliations & cash flow report to ensure precision |  |  |
|  |  |  |  |  |
|  | **Team Development & Leadership** |  | of the transactions |  |  |
|  |  |  | Drafting fixed-assets schedule and maintaining & updating fixed asset register |  |  |
|  | **System Development** |  | Collaborating with internal auditors recommending on financials & internal |  |  |
|  |  |  | controls |  |  |
|  | Soft Skills |  | Assisting in the development of annual and long-range plans that linked |  |  |
|  |  | business strategies to operational plans and the expected range of financial |  |  |
|  |  |  | results |  |  |
|  |  |  | Assessing existing system deficiencies in accounting procedure to rectify them |  |  |
|  |  |  |  |  |
|  |  |  | with the help of development team. |  |  |
|  |  |  |  |  |  |
|  |  |  | Coordinate the month end closing process to ensure all corporate deadlines are |  |  |
|  | Motivator |  | met and information is presented in accordance with policy and procedures |  |  |
|  |  | Supervising the junior staff for day to day accounting issues like data entry, |  |  |
|  |  |  |  |  |
|  | Communicator |  | bank reconciliation debtors’ and suppliers’ ledger etc. |  |  |
|  |  | Any other task assigned by management. |  |  |
|  |  |  |  |  |
|  | Team Leader |  |  |  |  |
|  |  |  | **Highlights:** |  |  |
|  | Collaborator |  | Monitored all purchase and expense accruals that had aged more than 120 days |  |  |
|  |  | Automated the preparation of 6 reports using MS Office Skills that had |  |  |
|  |  |  |  |  |
|  |  |  | previously required 12 hours of effort per week |  |  |
|  |  |  |  |  |  |

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| Career Timeline |  | Previous Experience |  |
|  | **May’14 – Oct’17** |  |
|  |  | **AZ Apparel(Pvt) Ltd, Pakistan** |  |
|  |  | **as Assistant Manager Accounts** |  |
|  |  |
|  |  | **Highlights:** |  |



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| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Nov'17- Jan-20** |  |  |  | Handled day to day accounting from data entry to preparation of Profit & Loss |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  | accounts and related reports for management on monthly basis. |  |  |
|  |  |  |  |  | Prepare Monthly financial reports, reconciled complex fixed assets registers and |  |  |
|  |  |  |  |  | accounts and provide reports to management regarding significant expenditure |  |  |
|  |  |  |  |  | fluctuations. |  |  |  |  |
|  |  |  |  |  | Coordinate with internal auditors to ensure all accounting procedures are in |  |  |
|  | **May’14 – Oct’17** |  |  |  | place as per management approval and policies of company. |  |  |
|  |  |  |  |  | Drove the matters for Payables, Payments of Operational, Direct & Indirect |  |  |
|  |  |  |  |  | Expenses and Reporting of such Expenses |  |  |
|  |  |  |  |  | Implement financial systems (e.g., Oracle), develop functional specifications for |  |  |
|  |  |  |  |  | approved enhancements, document changes and updates to the system, and |  |  |
|  |  |  |  |  | resolve the technical problems. |  |  |
|  | **Jul'13– May'14** |  |  |  | Evaluated transactions to compliance with the Financial Policies, Procedures of |  |  |
|  |  |  |  | the Company and appropriate capital budget approvals |  |  |
|  |  |  |  |  | Prepared payment and payable summaries to compare forecasts, budgets & |  |  |
|  |  |  |  |  | analytical procedures |  |  |  |
|  |  |  |  |  | Supervise the junior staff for day to day accounting issues like data entry, bank |  |  |
|  |  |  |  |  | reconciliations suppliers’ and debtors’ ledgers etc. |  |  |
|  |  |  |  |  | **Jul'13– May'14** |  |  |  |  |
|  |  |  |  |  | **Sadaqat Limited, Pakistan as Accounts Officer** |  |  |
|  |  |  |  |  | **Highlights:** |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  | Managed the Book keeping functions including diversified Accounts Payable & |  |  |
|  |  |  |  |  |  |  |
|  | Trainings Attended |  |  | Receivable, Aging Analysis, Expense Control Procedures for Bank Account |  |  |
|  |  |  | Reconciliations, Disbursements, Finance Charges, Billing, Invoicing; & |  |  |
|  | Training in ERP Oracle Financials R-12 |  |  | performed the General Ledgers daily |  |  |
|  |  |  | Supported the department in Quarterly & Final Audit, coordinated with the |  |  |
|  | in 2017 |  |  |  | Auditors to respond to queries (if any) and drafted briefs & reports to aid |  |  |
|  | o Oracle Financials Apps E-Business |  |  | workings for special projects |  |  |
|  | Suite R-12, Accounts Payable |  |  |  |  |
|  |  |  | Formulated Payroll - HO & Factory Employees for subsequent entry in GL |  |  |
|  | o Oracle Financials Apps E-Business |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | Suite R-12, Accounts Receivables |  |  |  |  |  |  |  |
|  | o Oracle Financials Apps E-Business |  |  | Internship |  |  |  |
|  | Suite R-12, | Internal Audit |  |  |  |  |  |
|  |  |  | **Jun'10 – Aug'10** |  |  |  |  |
|  | (overview) |  |  |  |  |  |  |  |
|  |  |  |  | **National bank of Pakistan as Intern** |  |  |
|  |  |  |  |  |  |  |
|  | IT Skills |  |  |  | Academic Details |  |  |
|  |  |  |  |  |  |  |
|  | **MS Office:** Word, Excel & PowerPoint, |  |  | **Continue:** | CMA |  |  |  |
|  |  |  | **2010:** | M.BA from National University of Modern Languages |  |  |
|  |  |  |  |  |  |  |
|  | Oracle 7, Oracle financial R-12 |  |  | Islamabad, Pakistan |  |  |  |
|  |  |  |  |  | **2008:** | Graduation in Commerce (B.Com.) from The University of |  |  |
|  |  |  |  |  | Punjab, Lahore |  |  |  |
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|  |  |  |  |  |  |  |  |  |  |
|  | Personal Details |  |  |  |  |  |  |
|  | **Nationality:** | Pakistani |  |  |  |  |  |  |
|  | **Date of Birth:** | 24th November 1988 |  |  |  |  |  |  |
|  | **Visa Status:** | Visit |  |  |  |  |  |  |
|  | **Current Location:** | Abu Dhabi |  | **Languages Known:** | English & Urdu |  |  |
|  | **Marital Status:** | Married |  | **Availability:** |  | Immediate |  |  |