**Farhan**



**Accounts & Finance Professional**

Contact: 0504753686

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**Career Summary**

Finance professional who is self-driven and well-versed in all aspects of financial management ranging from book keeping, Account Payable & Receivable Management, Reconciliation, General Ledger Analysis. A Team Player Attentive To Detail and Produces Quality Result.

**Professional Career Summary**

|  |  |  |
| --- | --- | --- |
| **Professional Certification** | **:** | CMA Finalist |
| **Graduation** | **:** | B.Com |
| **Professional Work Experience** |  |
| **Organization:** | Taiga Apparel Pvt. Ltd |
| **Designation:** | Assistant Manager Accounts |
| **Tenure:** | Aug 2017 - Dec 2019 |

**Roles & Responsibilities:**

* Assisting to Accounts manager for Preparation of Profit & Loss & Balance sheet.
* Assisting to Accounts manager to file Sales Tax Returns & Income Tax Return.
* Preparing and cooperating with banks for LC’s documents. (LC’s Opening Request Letter,

Advance Payment Letter etc.)

* Booking of Acceptance and Payments of Letter Of Credit in ERP.
* Posting of receipts from customers and Import Variances in ERP.
* Posting of Purchase invoices related to Services and Assets in ERP.
* Preparing & presenting Customers outstanding aging reports along with monthly movement reports.
* Preparing and maintaining Bank Position on daily basis for operational activities.
* Coordinating with Internal Audit Department for clearance of payments and resolving queries if any.
* Preparing all Bank Payments. (Payroll, Final Settlements, Supplier’s Payments).
* Preparing reconciliation statement for Suppliers to make payments.
* Preparing Monthly Bank reconciliation statement.
* An active member of monthly stock taking to update perpetual inventory.
* Perform any other responsibility assigned by seniors.

**Organization:**

**Designation:**

**Tenure:**

**Location:**

BBJ Pipe Industries Ltd.

Accounts Officer

Feb 2017 to Aug 2017

Shimla Pahari, Lahore.

**Roles & Responsibilities**

* Make Sure Timely Posting Of Journal Entries.
* Prepare & Post the Supplier Payments.
* Maintain the Supplier Balances.
* Posting of Purchase Invoice.
* Bank Payments.
* Tally & Posting of Cash Payments on Daily Basis.
* Preparing RTGS.
* Preparing Reconciliation of Supplier.
* Identify And Posting Of Reconciling Balances.

**Certification /Additional Skills**

**Accounting Software**

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | ERP (EXA) |  | Currently Using |
| 2 | WIZMEN |  | Previously Used |
| 3 | Quick Book |  | Currently Using |
| 4 | Ms Office (Word & Excel) | Currently Using |
| **Personal Information** |  |  |
| Date of Birth: | 23-Dec-1993 |  |
| Religion : | Islam |  |
| Marital Status : | Single |  |
| Nationality: | Pakistani |  |
| Language Cometency: | English, Urdu, Hindi |  |

**References will be provided on demand.**