**Curriculum Vitae**



**Ahmad**

Email: ahmad.331686@2freemail.com

**CAREER PURPOSE**

M.Com-Finance with over three years’ experience as Assistant Manager Accounts / warehouse manager in Food Industry Successfully developed and managed book keeping system for Food Express (Pvt) Limited Company (Gloria Jean’s Coffees). A team oriented, energetic, outspoken, dynamic, flexible and good communicator is looking for a challenging and creative finance position.

**STREGNTHS**

* + Strong computer skills with having IT as major in graduation. 
	+ Command on **MS Office** and other accounting software’s etc. 
*  All time top student up to master level education with having 70% results. 
	+ A successful event manager and team leader and remained Chief organizer of the
* university for five years and arranged many events. 
*  Having strong administrative skills and remained chief proctor for five years. 
	+ A good and frank communicator who has convincing skills and participated in
* debates, stage hosting and receptionist in events like parties, seminars etc. 
	+ Having strong analytical & research skills and prepared many business plans on
* commercial basis. 
	+ A quick learner, adaptive personality and team builder. 

**RELEVANT PROFESSIONAL EXPERIENCE**

1. **ACCOUNTANT, EMINENT GENERAL TRADING LLC, Abu Dhabi UAE (21ST June 2015 till)**
	* Prepares asset, liability, and capital account entries by compiling and analyzing account information.
	* Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
	* Substantiates financial transactions by auditing documents.
	* Maintains accounting controls by preparing and recommending policies and procedures.
	* Guides accounting clerical staff by coordinating activities and answering questions.
	* Reconciles financial discrepancies by collecting and analyzing account information.
	* Prepares payments by verifying documentation, and requesting disbursements.
	* Prepare, operate and update Document Control Procedures in line with the

Company’s Document Management System.

* + Ensure proper document control support is given to each project.
	+ Produce and maintain Document Progress Reports to Project Managers.
	+ Ensure all documentation provided is as per Client quality formatting

requirements. Formatting may include correcting templates, fonts and style, pagination and numbering and other activities that may be required to achieve a client’s documentation requirements.

* + Create Document Control and correspondence folders for individual projects.
1. **ASSISTANT ACCOUNTS AND WAREHOUSE MANAGER, Gloria Jean’s Coffees Kohsar**

**Islamabad, PAKISTAN.**

 Worked as finance/warehouse manager at Gloria Jean’s Coffees from December,  2013 to May 2015. (Australian Chain of Coffees parlors) 

* Responsible for all finance and admin related activities, like taxation, reporting,

|  |  |  |
| --- | --- | --- |
|  | budgeting and estimates etc.  |  |
|  |  |

* Was responsible for reconciliation of three large bank accounts and five sub-contractors’ bank accounts. 
* Responsible to deal all kind of Account Payables and Accounts Receivables of the Company.
* Safeguards warehouse operations and contents by establishing and monitoring security procedures and protocols.

 Controls inventory levels by conducting physical counts; reconciling with data

* storage system
	+ Maintained a good relationship with suppliers, customers and out sourcing

companies, and ensured the timely availability of stock by coordinating with the operations manager. 

* + Responsible for supervising stock in, stock out, stock returned, maintaining all its records, projecting the needs and planning for timely imports and local purchase of

|  |  |  |
| --- | --- | --- |
|  | stock.  |  |
|  |  |

* Physical inspection and safety measures, as some imported materials needs special

 care for storage. 

 Ensuring that first in first out method is followed as food products are perishable. 

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  | **3) MNAGEMENT EXECUTIVE, Synergy Business Consultants PAKISTAN. (Dec 2012 to Nov 2013)** |  |
|  |  Assist finance assistants in financial transaction & book keeping of the project  |  |
|  |  Prepare project budgets and financial reports.  |  |
|  |  Perform internal audits and ensure end of project accounts are produced on time.  |  |
|  |  Prepare Business Feasibility Reposts and Business Development reports.  |  |
|  |  Providing Loans to Customers from Micro Finance institutions.  |  |
|  Providing Services regarding Company incorporation and other Services of Security |  |
|  |  |
|  | and Exchange Commission of Pakistan  |  |
|  |  |  |

* 1. **GENERAL ACCOUNTANT, Qasteer International Construction Company, Peshawar Pakistan**
		+ Worked as a finance/warehouse manager from 1st Jun, 2011 up to 31st August,
* 2012 with Qasteer Construction Company Project of OGDCL Pakistan. **(15 months)** 
	+ - * Established and maintained an effective system for analyzing and reporting on
* operating. 
	+ - * Prepared revenue forecasts, budgets periodic financial statements. 
*  Successfully developed and implemented accounting system. 
	+ - * Successfully managed warehouse and performed all related activities like goods in,

|  |  |  |
| --- | --- | --- |
|  | goods out, goods returned, maintaining its proper record, physical stock inspection, |  |
|  | managing the labors and other related employees.  |  |  |
|  Maintained a good relationship with suppliers, customers and out sourcing |  |
|  |  |
|  | companies, and ensured the timely availability of stock.  |  |  |
|  | **INTERNSHIP IN NATIONAL BANK OF PAKISTAN (NBP)** | **(07-2008 to 09-2010)** |  |
|  |  Worked at remittances, operations, customer care, cash departments.  |  |

* Helped the internal auditors as well as participated in external audits. 
* Maintained cash books, ledgers, and credit registers. 
* Worked in Loan selling e.g. Gold loan, “President Rozgar Scheme” etc.
* Compiled a report on the whole bank activities and departments.



**ADDITIONAL PROFESSIONAL SKILLS**

1. **EVENT ORGANIZER**
	* Successfully organized many events like seminars, workshops, parties etc. 
2. **ADMINISTRATION/MANAGEMENT**
	* Having strong administrative skills and leadership qualities. 
3. **COMMUNICATION SKILLS**
	* Having strong verbal, written and intrapersonal communication skills 

** KNOWLEDGE OF VISA PROCESSING**



**ACADEMIC QUALIFICATIONS**

|  |  |  |
| --- | --- | --- |
| **1)** | **Master of Commerce (M.Com-Finance)** | **(2012)** |
|  | **Obtain** 1005 marks out of 1400 and Stood 3rdin Abdul Wali Khan University Mardan Pakistan |
| **2)** | **Bachelor of Commerce (B.Com-(IT))** | **(2010)** |
|  | From Govt. College of Management Sciences Mardan, University of Peshawar Pakistan |
| **3)** | **Diploma in Commerce (D.com-(Accounts))** | **(2008)** |
|  | From Govt. College of Management Sciences Mardan, Board of technical Education |
|  | Peshawar, Pakistan |  |
| **4)** | **Secondary School Certificate (Matriculation-(Science))** | **(2006)** |

From Govt. High School Toru, Board of intermediate and Secondary Education Mardan, Pakistan. Stood 3rd in School



**LANGUAGES KNOWN**

1. English **2)** Urdu excellent **3)** Punjabi **4)** Pashto excellent

**REFERENCES**

Reference will be providing on demand.