



## Afzal Ahmed

### Accountant

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Pakistan.

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To seek a responsible and challenging position within a reputed organization in the field of **Accounts** and invest all my professional skills, qualifications and experience to the optimum level to facilitate continued career growth and to produce best results for the Organization.

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### Profile

- A dynamic Professional with over **6+ years of experience** in Accounts in UAE and Pakistan.
- Proficient in **Tally** & MS Office Applications.
- Experience in financial procedures and building internal financial controls for profit monitoring.
- Experience in managing a wide spectrum of finance & accounts activities encompassing finalization of accounts.
- An effective communicator with excellent relationship building & interpersonal skills.
- Proven ability to manage multiple tasks efficiently & accurately under pressure while meeting tight deadline schedules.
- Strong analytical skills coupled with an impressive commitment to excellence and an ability to drive efficiency and financial performance improvements.
- Exceptional problem-solver with keen ability to resolve accounting issues, provide for business processes for the improvement.

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### Areas of Expertise

- Handling budgeting and cost monitoring for various corporate departments.
- Excellent knowledge of UAE bank rules for Trade facility like LC TR Check Discounting /Business Loans.
- Maintaining statutory books of accounts viz, journal, ledger, cash book, bank Reconciliation and subsidiaries in compliance with time & accuracy norms.
- Presenting a true and fair view of the financial position of the company by preparing financial statements viz, P & L account, balance sheet and annual reports.

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### Employment History

❖ **Accountant**, M/s Paco Group UAE from 2010 to Present

❖ **Accountant**, Dewan Group (A Food Chain)

### Job Profile

- Remain a main point of contact for financial related issues.

- Supervise & coordinate the Accounts division; ensure that all accounts responsibilities are handled efficiently and effectively.
- Presenting a true and fair view of the financial position of the company by preparing financial statements viz, P&L Account, Balance Sheet and annual reports.
- Ensure accuracy of information contained in financial reports & their compliance with statutory requirements.
- Manage the day to day financial transactions of the company.
- Prepare monthly budget & maintain book of accounts in a computerized environment.
- Assisting annual budgets as well as conducting variance analysis to find out causes of deviation and undertaking corrective measures
- Supervise the whole range of Accounts Payable, Receivable & Budget Preparation.
- Monitor Payroll and Management Reporting Activity.
- Maintains financial security by following internal controls.
- Prepare day to day bank transactions & day to day cash transactions reports.
- Responsible for daily funds position, receivables position & reporting to Finance Manager
- Handle cash management.
- Control petty cash; prepare render accounts of individuals & departments.
- Prepare Projected & Actual Cash Flow Statements.
- Manage the Invoice generation Operation & Credit Control.
- Conducts reviews and evaluates for cost reduction opportunities.
- Ensure reconciliation of all sub ledgers & general ledger is performed on regular basis.
- Ensure General Ledger entries are accurate and are in line with Company Procedures & Accounting Standards.
- Finalize Trial Balance with supporting schedules.
- Ensure effective fixed assets & inventory controls are applied.
- Check Monthly Bank Reconciliation Statements of all bank accounts maintained; resolve any differences in a timely manner.
- Ensure continuous development & improvement of the procedures within the finance department.
- Liaise with & assist internal & external auditors; implement recommendations if any; take corrective action wherever required.

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#### **Education**

-  **CPA/ Certified Public Accountant(Cont.)**
-  **Bachelor of Commerce (B.Com- IT), University of Punjab**

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#### **IT Skills**

- Tally, Peach Tree
- MS Office Application

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#### **Personal Data**

Nationality	: Pakistani
Date of Birth	: 05/03/1984
Civil Status	: Married
Linguistic Abilities	: English, Hindi, Urdu and Arabic basic
Visa Status	: work visa/ Transferable