

MAQSOOD AHMED

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Visit Visa Valid till 18-03-2024



CAREER OBJECTIVE:

A professional accountant has expertise in financial and management accounting, a penchant to secure a career by working in a reputable organization, and, to an optimum level, utilizes my experience, knowledge, and skills to make a significant contribution towards the success of the organization.

CAREER PROFILE/SKILLS:

- | | | |
|------------------------|----------------------|-----------------------|
| • Accounting Software | Accounting | Book Keeping |
| • Account Receivable | Financial Management | Accounting Principles |
| • Accounts payable | Oracle | Variance Analysis |
| • Bank Reconciliation | QuickBooks | Cash Management |
| • Accounting Principle | Xero | Time Management |
| • Data Analysis | Data Entry | Software Proficiency |

PROFESSIONAL WORK EXPERIENCE:

Organization: PAKISTAN INTERMODAL LIMITED
(Logistics Company)
Tenure: JAN-2023 – DEC-2023
Designation: Accountant



Responsibilities:

- Optimizing our financial transactions and systems by performing reconciliation of payments and Customer accounts.
- Maintain Accounts receivable records to insure aging is up to date, credit and collection are Applied and uncollectable amounts are accounted. Process customer account credits, return memos, And cash receipts, and apply them against invoices in GP.
- Coordinate and prepare customer invoices and reconcile monthly invoice activity to ensure completeness and accuracy
- Coordinates and manages all relevant support relating to customer invoices including executed contracts, purchase orders and other support material
- Prepare intercompany journals (management fees, recharges etc.) as required.

Achievement:

- Built and maintain strong Client Relationship

Organization: Dawn Enterprises TRD
(Manufacturing Company)
Tenure: January 2021 –December 2022
Designation: Audit & Accounts Executive



Responsibilities:

- Develop engagement audit plan and coordinate audit activities.
- Coordinate with Audit team to review audit findings.
- Advising management on accounting and related technical matters.
- Ensure the business complies with all relevant internal requirement, industry regulations and SOP; Resolve audit issues in timely manners.
- Lead junior's auditor's teams and controlling the activities of HR and concern Departments.
- Supervisor all activities of accounts, payments and purchasing PO, reporting to concern manager and audit of daily affairs of company as per direction

Achievements:

- Implemented new software to cut time and cost.
- Used financial forecasting to reduce risk.

Organization:**PKF F.R.A.N.T.S Chartered Accountant Firm**

(Accountants & Business Advisers)

Tenure:

August 2019 – August 2020

Designation:

Assistant Accounts & Audit

**Responsibilities:**

- Prepare and keep complete records of all accounts of different clients
- Record, post daily transactions and verify to ensure completely and correctly reflects to their respective GL heads.
- Preparation of bank and account reconciliation of clients.
- Monitored bank accounts daily and ensure the availability of funds for operations.
- Monitor inventory and cash control which include daily deposit review, surprise cash count, periodically and physical stock count, maintain petty cash and advances.
- All over responsible of client accounts ad tax matters.

Achievements:

- Advised clients on important issues like Tax, Accounting Systems
- Achieved stand-out grades or vocational qualifications during your time in education or employment.

ACADEMIC EDUCATION:

<u>DEGREE/CERTIFICATION</u>	<u>EXAMINING BODY:</u>	<u>YEAR</u>
Masters of Business Administration	Benazir Bhutto Shaheed University Ilyari, Karachi	2020
Bachelor of Arts	University Of Balochishtan, Quetta	2017

CERTIFICATION/ ADDITIONAL SKILLS:

- **MS Office** (All versions, esp. MS Word, MS Power Point and MS Excel)
- **MS Excel** (MS Formulae, Reports Automation, Presentations w.r.t. Analysis)

TRAININGS & WORKSHOPS:**Pakistan Institute of Professional Science & Technology****Year – 2014**

- Successfully Completed Excellence Training with 80% practical and 20% theory in the trade of Computerized Accounting

ICMA Pakistan**Year - 2019**

- Intermediate and advance levels of MS Excel

PERSONAL INFORMATION:

Father's Name : Bashir Ahmed
Date of Birth : 14-01-1992
Driving License : ---

REFERENCE: Reference will be furnished on demand.