

## **Curriculum Vitae**



### **Noman Ahmed**

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**Profile:** Dynamic, energetic and team oriented person with fair knowledge of today's technology and task management.

### **Key Strengths & Objectives:**

To achieve professional excellence in the field of banking, Accounting and financial institution where my skills and talent can be used to their maximum potential and where I can expand my knowledge base.

## **PROFESSIONAL EXPERIENCE**

### **SAWABI GROUP OF COMPANIES (ABUDHABI UAE)**

**1 MAY 2023 TILL DATE**

Working as an Accountant and Administrative.

#### **ACCOUNTANT.**

- Preparing Vehicle Maintenance Reports monthly basis.
- Preparing quotations.
- Preparing Invoices.
- Preparing Salaries.
- Recording Expenses.
- Making Expenses summary on monthly basis.
- Making profit and loss statement on monthly basis.
- Handling and solving vendor's queries.
- Bank reconciliations.
- Reconciling Account Receivable and Payable.
- Handling petty cash.
- Making payments to suppliers and vendors.
- Submitting VAT Returns quarterly.
- Preparing and reconciling A/R ledger
- Preparing and reconciling A/P ledger.
- Purchase order reviewing.

#### **ACCOUNT RECEIVABLE.**

- Verify and prepare customer invoices and accounts.
- Ensuring accurate data inputting in customer ledgers.
- Follow for payment.
- Timely depositing the funds into bank account.
- Reconciling bank statement.
- Posting receipt in timely manners

#### **ACCOUNT PAYABLE.**

- Verify and process all accounts payable documents.
- Ensuring timely input and payment of vendors invoices
- Perform vendor's accounts reconciliation and resolve vendors issues.
- Process monthly payroll.
- Tracked funds, prepared deposits and reconcile accounts.

### **MONTHLY BUDGET.**

- Preparing monthly budget for company.
- Planning monthly payable as per budgets.
- Finalizing budget with MD of Company.
- Monitoring Expenses.

### **ADMINISTRATIVE TASK.**

- Employee Records updating.
- Documents Controlling in hard and soft copy.
- Checking office requirement.
- Managing smooth employee process with communicating with them.
- Meeting with MD to discuss office issue and resolving.
- Correspondence with Client via email and calls.
- Resolving disputed with clients.

### **BANK ALFALAH MAIN BRANCH KARACHI**

**Dec 2017 to Jan 2021**

Working as CSO Branch Operation officer.

- Responsible for handling cash transaction.
- Utility bills, school fees, EOBI and tax payments in core banking system.
- Deposit and withdrawals from account.
- Balancing morning cash from vault
- Balancing SBP cash sheet at end of day.
- Issuance, Cancellation of BC.
- Same day inward and outward clearing.
- Fund transfer transactions.
- ATM replenishment and ATM settlement transactions.
- Cheque book issuance, activation, and cancellation.
- Company salary transactions.

### **RTGS.**

Performing RTGS with proper document as per SOP within TAT.

### **Account Opening.**

- Receiving customer request for account opening.
- Review updating existing customers KYC.
- Activating dormant account
- Closure of account.
- Coordinating with centralized account opening department.

### **BANK ALFALAH MARRIOT ROAD BRANCH**

**JAN 2021 TO APRIL 2022**

Working as officiating CSM/CD In charge

- Supervising CSO transactions.
- Supervising of Cash transaction.
- Supervising BC transactions.
- Supervising Account opening.
- Supervising FT.
- Supervising RTGS.
- Supervising Cheque books.
- Reporting to area office resolving branch level admin issues coordinating also.
- Supervising all transaction under my assign limit.
- Worked under banking assigned SOP
- Coordinating with audit department to carry out branch audit.
- Maintain proper floor time at branch.
- Resolve branch customer queries.

## **BANK ALFALAH**

**JAN 2009 – Dec 2017**

Working as a Authorizer in Centralized Clearing Department

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### **Job Responsibilities:**

- Responsible of inward and outward local clearing in centralized clearing department.
- Settlement entries with SBP account at Pakistan Level.
- Responsible for settlement of clearing GL.
- Plan, organizing & controlling specified banking operations of Centralized Processing Unit.
- To supervise CPU related issues of conventional banking. To ensure compliance in order to minimize risk level at branch.
- Full compliance with SBP & other regulatory requirements. Inward / outward processing, balancing & marking returns.
- Outward intercity clearing & passing General Ledger.
- Reporting & coordinate with Manager CPU for adherence to relevant SOP's
- Ensure all transactions are processed with zero error.
- Responsible of inward local clearing in centralized clearing department. (At Karachi level)
- Responsible of all settlement entries with SBP account at PAN Pakistan Level.
- Responsible for settlement of clearing GL.
- Outward clearing (PKR & FCY)
- Outward & inward intercity cheques.

### **DMAS (DATA BASE MANAGEMENT SYSTEM SCANNING DEPARTMENT):**

- Make sure that all the instruments of inward/outward normal and intercity should be scanned.
- Make sure that all cheques deposit slip uploaded.

### **Accounting Entries:**

- Good command on balancing inward/ outward intercity and normal clearing with suspense accounts/GL a/c
- Good knowledge of DD / PO accounting entries.
- Coordinating with branches to sort out differences and balance the same
- Coordinating with NIFT to sort out the differences.

## **BANK ALFALAH**

**JAN 2017 – JAN 2020**

**Main Branch I.I Chandigarh Road Karachi (As CSO)**

- Responsible for handling cash posting and balancing
- Same day clearing

- Issuance of banker cheques balancing GL
- ATM replenishment.

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## **A to Z Printers**

**JAN 2007 to DEC 2008**

Worked as an assistant accountant

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### **Job Responsibilities:**

- To handle account payable and account receivable section,
- To Collect invoices, bills from suppliers, services & advertising expense etc.
- To check purchase order should be verified by directors otherwise purchase not is acceptable.
- Prepare invoices, bills posting in ledger account.
- Preparing monthly aging analysis report for shown to directors, so that making planning of fund position.
- Prepare bank payment vouchers, cash payment vouchers, bank received vouchers etc.
- To maintain supplier, services ledger account.
- To provide detail income tax deduction, sales tax withheld send by courier and e-mail.
- To record / maintain utilities bills i.e. gas, electricity, water and telephone,
- Posting all data sale, purchase, cash, and petty cash in local company's own software.
- Maintain stock records and reports.
- Manual Book keeping records i.e. Sales, Purchase, Cash, Petty cash books.

## **S.M PUBLIC SCHOOL**

**2005 TO 2006**

- Teaching Maths and Computer. Class 6<sup>th</sup> to 9<sup>th</sup>

## **PROGRESSIVE CHILDREN ACADEMY**

**2006 TO 2007**

- Teaching Maths and Computer. Class 6<sup>th</sup> to 9<sup>th</sup>
- Handling IT department for printing typing papers.

## **HOME TUTIONS**

**2005 to 2015**

- Providing home tutions class 9<sup>th</sup> to B.COM.

## **PROFESSIONAL SKILLS**

Work on online banking Software **TEMENOS**

Expertise in email correspondence

Advance Accounting, Corporate Skills And SAP course is under process.

## **EDUCATION CREDENTIALS**

### **MBA (Banking and Finance Under process last course remaining)**

Dadabhoy Institute of Higher Education, Karachi – Pakistan

### **Electives Courses:**

- Security Analysis
- Islamic Banking and Finance
- Treasury Funds Management
- Strategic Financial Management

### **Bachelors in Commerce**

Govt. Jinnah College, Karachi – Pakistan

**Intermediate (Computer Science)**

Johar College of Management Sciences, Karachi – Pakistan

**Matriculation (Science Group)**

Shiekh Khalifa Bin Zayed Arab Pak School - Abu Dhabi

**TRAININGS/WORKSHOPS****Trainings/ Workshops:**

- Advanced MS Word.
- Basic of Credits.
- Remittance
- AML and CFT

**SAP ERP SOFTWARE AND CORPORATE SKILLS 6 MONTH COURSE.****CAPABILITIES**

- A good listener with positive friendly attitude
- A confident and fast learner with an ability to work under challenging environment.
- Excellent oral and written communications skills
- Ability to make quick and excellent decisions
- Excellent communication skills

**COMPUTER PROFICIENCY**

- Windows 2000/ XP
- Office 2000/ XP/ 2003
- Assorted Internet Applications

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Date of birth: 05 DEC 1983  
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