

# Arslan Gul

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HOUSE # 727, STREET # 28, PHASE 4A, GHORI

TOWN, Islamabad

<b>Professional Summary</b>	Professional Accountant with extensive experience in handling administrative duties and executive responsibilities associated with Accounts Department and internal control. Skilled in partnering with authorities and managers to identify items of concern and find innovative solutions to such problems. Also skilled in extracting, compiling, and interpreting data for purposes of Financial Reporting.	
<b>Objective</b>	Forward-thinking individual with refined interpersonal and multitasking skills. Looking to join a progressive organization to provide high end review of business records for accuracy.	
<b>Skills &amp; Abilities</b>	Good Grip on MS Office (Word, Excel) Good Grip on Oracle Fusion (ERP) Good Grip on Beams Royalty Module Hands on Modules working Analytical skill Innovative problem Solving Adept at Multi-tasking	
<b>Experience</b>	<b>Assistant Manager Finance</b>	December 2022- Present
	<b>ISMART GROUP of Industries Pvt Ltd.</b>	
	Compilation of Data cross check for managing vendor quotations and get the approval from Director Finance and Managing Director. Preparation of Accounts Payable data on daily basis as per their MOU's and Agreement data Signed with Partners and vendors. Preparation of IBFTs and IFTs for transfer of funds. Calculation and submission of With Holding Taxes on vendor payments. Maintaining BRS of All Banks on weekly basis. Maintaining Monthly MIS of all Bank Accounts and submission of monthly report to Director Finance. Checking Monthly imprest of all Regions. Cross checking of With Holding Tax challans paid. Updation of ledger daily on Oracle fusion Assist the manager Finance in Preparation of Budgets.	

Management of Capital Expenditures and Operating Expenditures.  
Any other task Assigned by Director Finance.

**Senior Finance Officer**

NOV 2021- NOV 2022

**Educational Services Pvt Ltd. (Beacon House School System)**

Perform reconciliation of receivable with the campuses to ensure all the documents for reconciliation are complete.

Ensure the Reconciliation target by 100% so there should be no barrier in Royalty recovery.

Checking record on daily basis to ensure all Royalty and other cheques/ receipts are timely deposited into the bank.

Maintaining BRS of All Banks on weekly basis.

Maintaining Monthly MIS of all Bank Accounts and Region and report to H.O.

Checking Monthly imprest of RON, COC's to establish comparison report and forward it to HOD.

Calculation of With Holding Taxes on bills by vendors.

Entries of With Holding Taxes on E-FBR Site to get ADC (Alternate day Challan) for Deposits.

Updating of student strength and Adjustment's data of Campuses in module bimonthly.

Annual Budgeting of Capex (Capital Expenditures) and Opex (Operating Expenditures).

Management of Capital Expenditures and Operating Expenditures.

Any other task Assigned by Region head or HOD.

**Internal Audit Officer**

JAN 2019- OCT 2021

**Sabir's Poultry PVT Ltd.**

Monthly Stock Taking of Warehouse and preparation of Reports accordingly for management decisions.

Proof all claims that are made by verifying totals, calculations and general accounts submitted throughout audit.

Create and interpret reports detailing the progress and findings of audits in order to share with managerial staff.

Retail Audit for verification of proper display of products at stores, availability of products to customers and satisfaction of customers in all aspects.

Audit for the verification of Pending payable balances to customers and checking of payment deposit procedure of Sales Officers.

	<p><b>Accountant</b> June 2015-May 2016</p> <p><b>Munchies Snacks Bar</b></p> <p>Guides accounting clerical staff by coordinating activities and answering questions.  Reconciles financial discrepancies by collecting and analyzing account information.  Secures financial information by completing data base backups.  Maintains financial security by following internal controls.  Prepares payments by verifying documentation.</p>
	<p><b>Accountant</b> March 2011-June 2015</p> <p><b>Bhera Book Depot</b></p> <p>Type accurately, prepare and maintain accounting documents and records  Prepare bank deposits, general ledger postings and statements  Reconcile accounts in a timely manner  Daily enter key data of financial transactions on Manual Database  Provide assistance and support to Owner</p>
<b>Education</b>	<p><b>MBA Finance</b> January 2018  Capital University of Science And Technology, Islamabad</p> <p><b>B.Com</b> July 2014  University of Sargodha, Sargodha</p> <p><b>D.Com</b> June 2012  Punjab Board of Technical Education, Lahore</p> <p><b>Matriculation</b> April 2010  BISE, Sargodha</p>