|  |
| --- |
|  **Untitled** |

**AHSAN NAEEM**

H:229, St::4, Ph:2, Hayatabad,

Peshawar, KPK,

Pakistan**.****ahsan\_acca@hotmail.com**

+923329969936

**PERSONAL STATEMENT**

An experienced Accountant and Manager looking for opportunities to enhance professional skills in an environment both friendly and competitive that may test abilities to their fullest.

My aim is to contribute towards betterment of society and the organization I’m part of, using my skills and knowledge, through leadership and team player roles.

* **Association of Chartered Certified Accountants, U.K (ACCA);***(in progress)*
* **Certified Internal Auditor, PAKISTAN;***(in progress)*
* **Certified Accounting Technician (CAT);** *P. Qualified*

**EDUCATION**

* **GCE/A-Levels (CIE):**

*Accounting, Business Studies, Islamic Studies*

##### IGCSE/O-Levels (CIE):Mathematics, Physics, Chemistry, Biology, English, Urdu, Pakistan Studies, Islamic Studies

**INTERNSHIP:**

. Muslim Commercial Bank (MCB) Peshawar:

 October 2008 – January 2009

. Libra (Pvt) Ltd. Peshawar:

 December 2012 – January 2013

##### Career Highlights:

1. **SK Sadria & Khan Enterprises, Mardan**
2. **Managing Director**

*March 2021 – Till Date*

Achievements

* Currently the owner of the company, having 30 individuals working as employees in different capacities under my employment.
1. **Caliph Pharmaceuticals (Private) Limited, Risalpur**
2. **Finance & General Manager**

*March 2020 – December 2021*

Achievements

* Head of Finance and Accounts Department, setting Goals and Finalizing Budgets of the Department while Following up on the Progress from the Department Team Members
* Head of Procurement Department, setting Goals and Finalizing Budgets of the Department while Following up on the Progress from the Department Team Members
* Head of Administration Department, setting Goals and Finalizing Budgets of the Department while Following up on the Progress from the Department Team Members
* Head of Sale and Logistics Department, setting Goals and Finalizing Budgets of the Department while Following up on the Progress from the Department Team Members
* Looking after Matters of the Company on Behalf of Shareholders while Helping the Shareholders in Finalizing Future Roadmaps of the Company.
1. **SK Fincial CPA LLC, FL, USA (Remote Job)**
2. **Tax Accountant**

*January 2019 – March 2020*

Achievements

* Preparing & Filling Yearly Tax Returns for Individuals, Partnerships and Companies
* Working on Monthly and Yearly Accounts for the Clients
* Assigning Tasks to Bookkeepers and Reviewing their Work
* Working and Communicating as the Accounts Representative of Clients
* Reporting and Taking Client Assignments from the CEO
1. **Career in Libra (Private) Limited, Peshawar;** *January 2013 – January 2019,* **as:**
2. Manager Finance & Credit Control

*March 2018 – January 2019*

Achievements

* Supervising & Preparing Budgets
* Managing Cashflows and Payments
* Implementing Required Control Procedures
* Managing Staff of Accounts & Finance Department
* Managing Accounts Receivables
* In liaison with Tax Officer Regarding Income Tax Issues
* Monthly, Quarterly & Yearly Financial Reporting
* Dealing with Withholding Tax Issues among Customers
* Dealing Customers as well as Vendors and other Parties on Regular Basis
* Providing Solutions and Planning for Issues regarding Finances
* Reportable Directly to the Chief Operating Officer and Chief Financial Officer
1. Assistant Distribution Manager

*February 2017 – March 2018*

Achievements

* + Preparing Receivables & Recovery Budgets; also Implementing them
	+ Managing Sale Orders from New & Old Customers
	+ Managing Receivable Accounts & Ledgers
	+ Managing Daily as well as Monthly Recoveries
	+ Managing & Implementing Dispatch Control Procedures
	+ Managing Finished Goods Stores & Dispatch Staff
	+ Working as a Team with the Procurement, Finance & Production Departments
	+ Dealing with Withholding Tax Issues among Customers
	+ Dealing with Customer Queries Regarding Accounts/Payments/Dispatches
	+ Liaison between Zonal Sales Mangers, Customers and the Head Office
	+ Reporting to Chief Operating Officer
1. Assistant Procurement Manager

*January 2015 – February 2017*

Achievements

* + Initiated and Headed Deals with New Suppliers for Packing Materials; Designed and Launched New Packaging for Products; Finalized Deals worth Multi Million Rupees.
	+ Arranging and Dealing With Imports of Raw Materials.
	+ Managing Purchases of Raw Material, Packing Materials and General Store Items from the National Markets.
	+ Managing Suppliers Directly as well as Assisting Manager Finance and Procurement in Company’s Dealing with Suppliers.
	+ Assisting Manager Finance in Preparation of Monthly, Quarterly and Yearly Financial Statements and Budgets; while Participating and Assisting in Yearly Audits.
	+ Conducting Product & Inventory Costing Procedures, including Batch Costing.
	+ Dealing with issues related to Income Tax andother Withholding Taxes.
	+ Monthly Tax E-Filing.
	+ Preparation of Managerial Analysis Reports.
	+ Supervising and Participating in Accounts Book Keeping, Supplier and Distributor Reconciliation, Trail Preparation.
	+ Keeping Check on Company’s Control Procedures Regarding Inwards and Outwards.
	+ Working as a Team with Manager Plant, Manager Production, Incharge Maintenance, Manager Quality Assurance and Manager Quality Control.
	+ Dealing with Duties Related to Managing Administration.
	+ Responsible for Mentoring of Accounts Trainees.
	+ Responsible For Reporting Directly to the Managing Director, General Manager and Manager Finance and Procurement.
1. **Senior Account Officer**

*August 2014 – January 2015*

Achievements

* + Supervising Internees and Officer Staff
	+ Manual and Computerized Book keeping
	+ Supplier Ledger Reconciliation
	+ Supplier Payment Process
	+ Sales and Head Office Salary Preparation
	+ Maintaining Bank Position and Bank Statement Reconciliation
	+ Maintaining and Preparing Material Import Documentation
	+ E-Filing Income and Sales Tax
	+ Assisting Manager Finance and Procurement on Daily Basis
1. **Accounts Payable Officer**

*January 2013 – August 2014*

Achievements

* + Manual and Computerized Book keeping.
	+ Supplier Ledger Reconciliation
	+ Supplier Payment Process
	+ Sales and Head Office Salary Preparation
	+ Maintaining Bank Position and Bank Statement Reconciliation
	+ Maintaining and Preparing Material Import Documentation
	+ E-Filing Income and Sales Tax
	+ Assisting Manager Finance and Procurement on Daily Basis
1. Debor Consultants
2. Auditor

*March 2009 – June 2012*

Achievements

* Planning Audits According to Firms Audit Methodology based on International Standard on Auditing (ISA).
* Preparing Budgets.
* Preparing of Planning Procedures, Contacting Clients, Document Preparation Assistance, Risk Assesment Procedures.
* Performing Control and Substantive Testing Procedures.
* Preparing Reports for the Purpose of Audit Engagements.
* Provide Report on Key Control Weaknesses and other Audit Findings.
* Communicating Issues and Innovating Ideas to Seniors and Managers.

Free-Lancing:

*January 2011 – January 2019*

Working as a Freelance Article Writer on Different Topics

**Softwares:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| * Quickbooks Enterprise
 | * Quickbooks Online
 | * Forticlient
 | * Time Doctor Pro
 | * Drake
 |
| * Communicator
 | * WeBoc
 | * IRIS
 | * Pharma
 | * Fox Pro
 |

**Memberships & Certifications:**

* ***J.A School Of Accounting Motivation Trainer Certificate (2016)***
* ***ISO 9001:2008 Course Certification (2015)***
* ***10th Regional Lions Leadership Institute Certificate (2014)***
* ***8th Regional Lions Leadership Institute Certificate (2012)***
* *Association of Chartered Certified Accountants (ACCA); UK*
* *Youth Parliament Pakistan; Pakistan*
* *Lions Clubs International*

**Volunteer:**

**Lions Clubs International**

*Year 2010 - till present*

Achievements

* Member Past District Cabinet of Lions Clubs International District 305 N2
* Current Club Cabinet Treasurer of Lions Clubs International Peshawar Pakhtunkhwa Club
* Part of Regular Free Eye Checkup Camps in Peshawar by Lions Clubs International
* Part of Free Blood Donation Camp (Peshawar), Free Regular Kidney Dialyses Camp (Nowshera), LC Peshawar Pakhtunkhuwa Free Education for Needy Program, and many such more
* Graduate of two Regional Lions Leadership Institute programs in P.C Bhurban and Serena Faisalabad.

**PERSONAL INTERESTS**

Public Speaking | Social Work | Traveling | Reading | Cricket | Foot Ball | Writing | Poetry | Chess | Photography

**LANGUAGES**

 SPOKEN WRITTEN READING

English *Excellent Excellent Excellent*

Urdu *Excellent Excellent Excellent*

Pashto *Excellent Good Good*

Hindkoh *Good Good Good*

**REFERENCES**

References are available on request.