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| OWAIS AHMED | | | | | | 001 |
|  | | | | | |
| *Date of Birth:* | 20-Sep-1993 | *Age:* | 28 | Years | |
| *Address:* | House no: 430/A Memon Colony New Saeedabad Baldia Town Karachi Pakistan. | | | | |
| *Cell:* | 0301-3361136 |  |  | |  |
| *Email:* | owaisahmedicmap@gmail.com | | | | |

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| **Objective:** | Seeking a challenging opportunity to demonstrate my skills and abilities and aim for simultaneous achievement of professional and personal goals in a rewarding global organization offering career growth and professional development. |

**Résumé Summary:**

Pro-active and result oriented Financial and Management accounting professional, with over 7 years of experience in ERP Environment in manufacturing sector. Focused with a comprehensive knowledge and understanding of financial matters, Accounting practices and Corporate Taxation.

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| **Certification Status :** | CMA (Finalist) |
| **Education :** | B.Com(Completed) |
| **Current Status :** | Studying ICMAP Stage 6 |

**Experience**

Working with Maksons Textiles (Private) Limited. (Manufacturer and Exporter of Woven Greige Fabric) a wholly owned subsidiary of Al – Tariq Group, as Manager Accounts & Finance from 9-May-2014 to still working.

**CORE RESPONSIBILITIES:**

* Financial Management Covering receivable, Payable, Inventory Management and cash flows
* Finalization of Accounts
* Prepare cost sheet of imported raw material (Landed Cost)
* Filling of monthly Sales Tax Return
* Filling of monthly Income Tax Return
* Filing of monthly SRB Return
* Filling of Annual SECP Return
* Managing Fixed Assets Register
* Prepare Payroll of Staff & Workers, (Deduct Taxes according to salary slab, U/S149 and deposit on Time)
* Preparing reports of FBR as per requirements of FBR Notices
* Prepare monthly custom return and verify adjustments under SRO 327.
* Preparing detail of income tax deducted at source and ensuring its timely deposition
* Prepare Profitability Analysis Report Indicating Material used, Conversion Cost, and Verify Production Department Data Related to Production.
* Managing funds and kept a track of Receivables through Aging.
* Dealing with Banks in regards to Guarantee Issuance, LC Opening and Converting the Same into TR when Required, Prepare BBFS and LAF for LTFF Purpose
* Looking after Company’s Term Loan & Overdraft Facility.
* Ensuring Bank Reconciliation on daily basis
* Finalization of Trail Balance
* Ensuring timely data entry and data accuracy to conclude reliable results
* Parties reconciliations and monitoring recoveries
* Calculate exchange Gain & Loss
* Correspondence of Murabaha Transactions with Bank (Purchase order & Offer Acceptance)
* Dealing and communication with Tax consultants, Bankers, Auditors, Suppliers and Customers
* Supervising Exports Commission (Working & Payments)
* Negotiating with Banks for Discounting Rate for Export & Import
* As the Group Comprise number of companies, ensuring the intercompany transactions to be recorded timely and accurately and the reconciliation between the companies.
* Monthly Internal Audit of Stock
* Arrangement of payments related to raw material Purchase
* Maintain Insurance Record Regarding (Building Fire Insurance, Plant & machinery, Stock in Transit, Custom Bond, Cash in Transit)

**RESPONSIBILITIES RELATING TO ADMINISTRATION:**

* Making payments relating (EOBI,SESSI,LABOUR DEPT,SITE ASSOCIATION,APTPMA etc)
* Maintain all files and certificate relating to Govt. regulatory authorities

**Professional Certification & Academic Education**

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| **Sr.** | **Certification / Degree** | Institution / University | **Specialization / Major** | **Passing Year** |
| 1 | CMA Stage 5 | ICMAP | Corporate Financial Reporting  Audit Assurance | Cleared  Studying |
| 2 | CMA Stage 4 | ICMAP | Management Accounting  Corporate Law &Secretarial Practices  Business Taxation | Cleared  Cleared  Cleared |
| 3 | CMA Stage 3 | ICMAP | Financial Accounting  Information technology & Audit  Enterprise Management | Cleared  Cleared  Cleared |
| 4 | CMA Stage 2 | ICMAP | Cost Accounting  Business Law  Math& States | Cleared  Cleared  Cleared |
| 5 | CMA Stage 1 | ICMAP | Fundamentals of Financial Accounting  Economics  Business Communication | Cleared  Cleared  Cleared |

6 B.COM Karachi University Accounting, Economics Cleared

Costing

7 INTERMIDIATE SM Science College Math, Physics, Chemistry Cleared

8 MATRIC Rasheed Public Secondary Math, Physics, Chemistry Cleared

School

**Computer Skills and Other Abilities**

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| **Sr.** | **Skills & Abilities** | **Proficiency Level** | **Last Used / Practiced** |
| 1 SAP (Business One) Good Currently Using  2 Word Processing Good Currently Using  3 Spread Sheet Excellent Currently Using | | | |

4 Networking Excellent Currently Using

**Other Professional Skills**

**Sr. Skills & Abilities Proficiency Level**

1 Communication Skills Good

2 Writing Skills Good

3 Interpersonal Skills Good

4 Problem Solving Good

5 Time Management Good

**Co-curricular / Leisure Activities**

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| --- | --- |
| **Sr.** | Description of Activities |
| 1 | Reading Books |
| 2 | Playing Cricket & Football |

3 Web Surfing

4 Watching News

**Personal Information**

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| --- | --- |
| Father’s Name : | Muhammad Riaz Jawed |
| Marital Status : | Married |
| CNIC No. : | 42000-5159561-1 |
| Religion : | Islam |
| Language Competency : | English , Urdu |

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