



EHTESHAM UDDIN

OBJECTIVE

To work in a conducive environment for reputed organization which provides opportunities to learn & enhance my Skills that will help me grow & excel my career to contribute positively towards organizational growth.

EXPERTISE

- ✱ Reconciliations
- ✱ Team Management
- ✱ Time Management
- ✱ Financial Reporting
- ✱ Disputes Resolution
- ✱ Planning
- ✱ Bookkeeping
- ✱ Daily Operations

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*An **Accounting and Finance** Professional with over 7 **years** of Diverse experience in Different industry, possessing multiple skills like Financial Statement Reporting, Analysis, Reconciliations, Cash Management, Cost Accounting, Branch Based accounting, Profit and Loss Trend Analysis, Disputes and Detentions Analysis, Streamlining Operations and resolving Daily issues, consistently met or exceeded Goals, focus to reduce receivables and improve overall services to satisfy Customers.*

Work Experiences

Manager Accounts & Finance

ABIC SYSTEMS (Aug 2022 – Now)

Core Duties / Responsibilities

- Financial Reporting (Balance Sheet and Income statement)
- Finalizing & Process Payroll of 300+ Employees.
- Banks and Accounts Reconciliations.
- Supervise Payable, Receivable & Treasury Function.
- Compliance of PSEB, SRB & Tax Matters (Withholding Tax return on monthly & annual Basis).
- Annual Income Tax Return Filling with lawyer.
- Liaison with external auditors for timely completion of the audit.
- Insurance Related Matters, Depreciation Schedule & EOBI Payments.
- Preparation of Daily Fund Position to be presented to VP Finance.
- Screening of Tax Notices and resolving FBR notices.
- Ad hoc Projects or Task Assigned from Seniors.
- Communicate & Work Closely with other Dept.

Manager Accounts & Finance

SNAPIT VENTURES (Apr 2021 – Aug 2022)

(E-Commerce: Abaya.pk, Zivni.com) (Software House: Geeks Root & Alif Zero) (Call Centre: Ace Communications) (Media Agency: Tenfolds Media)

Core Duties / Responsibilities

- Manage Inter Companies Book.
- Preparing Financial Reporting (P & L and Balance Sheet)
- Banks and Accounts Reconciliations.
- Supervise Payable, Receivable & Treasury Function.
- Assist in Preparing Year-End Books for Filling Return.
- Insurance Related Matters.
- Funds Management.
- Maintain Vendors & Courier Companies Payments.
- Ad hoc Projects or Task Assigned from Seniors.
- Finalizing & Process Payroll of 75+ Employees.
- Managing Team Of 4 Persons.
- Communicate & Work Closely with other Dept.

PROJECTS

- ✱ Successful Implementation of Odoo ERP. - Act as a Change Agent / Project In charge between Technical Team and End users.
- ✱ Design and segregation of Chart of Accounts

SOFTWARE KNOWLEDGE

- ✱ Microsoft Office package: Word, Excel, Excel Pivot Table, PowerPoint, Outlook
- ✱ Accounting Software: Odoo ERP, QuickBooks Offline & Online, Customize ERP based Software
- ✱ Installation: Windows 10/7/XP, Drivers and Software installation etc.

Accounts Officer

A-I TEXTILES (Apr2020 – Apr 2021)

Core Duties / Responsibilities

- Prepare P&L Report Shipment or Container Wise.
- Bank & Vendor Reconciliation.
- Preparing & Recording Customer Invoices.
- Collect Cost Information and Shipment Expenses.
- Review Petty Cash Bills & record them Accordingly.
- Assist in Audits & General Ledgers Preparation

Accounts & Export Officer

Alpha TEXTILES (Mar 2019 – Mar 2020)

Core Duties / Responsibilities

- Branch Accounting (Posting, Reconciliation)
- Prepare Shipment Invoices & Packing List.
- Assist in Export Operations
- Payments (Receivable & Payable)
- Realize Export Payment in Concern Bank.

Computer Operator

KLASH PVT LTD (July 2017 – Jan 2019)

Core Duties / Responsibilities

- Manage Monthly Wages.
- Generate Labour Wages through Work Operation Wise.
- Finalize Stitching Piece Rate.
- Check the Workflow from First Line to End Line.
- Coordination with Production Dept About Daily Target.

Assist Accountant

POLANI ENTERPRISES (Jan 2016 – Mar 2017)

Core Duties / Responsibilities

- Branch Accounting (Posting, Reconciliation of Accounts).
- Create & Post Customer Invoices.
- Payroll Processing & Vouchers Reconciliation.
- Book Keeping.
- Preparing Cheque Payments for Vendor

Education

M.COM (Finance)

University of Agriculture Faisalabad, (IBMS)
(2017 – 2019)

B.COM

University of Sindh
(2017)

F.SC (Pre-Eng)

Aisha Bawani Govt College, Karachi
(2014)