

# Ahsan Akhtar

## (Deputy Manager Accounts & Finance)

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Present Address: Gondal Plaza, Service Lane, Township Block 5, Sector D 1 Lahore

Permanent Address: House # P-711 Street # 2 New Garden Town Jhang Road Toba Tek Singh.



### CAREER OBJECTIVE

To be a part of a reputed and progressive organization in order to gain knowledge and assist the professionals in performance of their duties & responsibilities for achieving their goals and objectives efficiently & effectively.

### PROFESSIONAL SUMMARY

- ❖ Have more than 10 years of Experience in the field of Accounts, Finance and Auditing and strong grip on accounting concepts and Audit packages.
- ❖ Implement SAP A1 in Pepsi Cola Faisalabad and Web Base ERP in Kamalia and Huda Sugar Mills.
- ❖ Lead Business Processes Reengineering Project in Pepsi Cola Faisalabad.
- ❖ Implementation of effective Internal Controls and Accounting controls System
- ❖ Involved in preparation of Budgets / Cash Flows and arrangement of requisite funds in such a manner so as to minimize the financial Charges and optimization of available resources.
- ❖ Bank Reconciliations, Debtors & Creditors Management, Weekly aged analysis of Debtor, Weekly reports for Creditors, Monthly report like statement of Comprehensive Income, Statement of Financial Position, Cash Flow statement & statement of changes in Equity, Preparation of accounts ensure the compliance with tax authorities.

### CAREER SUMMARY

Deputy Manager Accounts & Finance at [Marhaba Laboratories \(Pvt.\) Ltd Lahore, Pakistan](#)  
( April-2019 To Continue)

#### Major Responsibilities

- Administration of Financial SAP B-1 Modules
- Measuring actual cost against the budgets and identifying reasons for deviation
- System Reconciliations with G/L and Sub Ledgers
- Monthly and Yearly Financial Reporting (Balance Sheet / Profit & Loss / Cash Flows)
- Monitoring daily activities / transactions of SAP users overall the Organization
- Management of accounts, reporting, account payable, account receivable, inventory and banking affairs.
- Monitoring business revenues, sales averages and predicting future trends
- Functional implementation and system audit of designed SOP's
- Annual business plan preparation for both finance and production
- Formulation of accounting policies, developing SOPs and ensuring adequate internal controls implementation
- Supervision of Internal Stock portfolios and audits
- Expertise in designing and implementing systems to achieve financial discipline and improve the overall efficiency of the organization.
- Compile and Analyze financial information in order to produce monthly and annual reports for management.
- Ensuring compliance of income tax and sales tax (FBR & Provincial) laws along with timely filling of monthly & annual tax returns
- Maintaining departments costing and reported to CEO.

**Audit Officer at [Sharif Group Lahore, Pakistan](#) (RSML,RSDF,ASML,CPL,SDF,SFML,SMPL,RDL)**

( December-2017 To April 2019 )

**Major Responsibilities**

- Oracle ERP System utilization for Audit Assignments.
- Budgetary Control over Major/Capital Expenses.
- Pre-Audit of Payments, Salary, Party Payments
- Checking Conformity of Systems with Group Policies & SOPs.
- Identification of Risks/Control Weaknesses & Suggestion of Remedial Actions.
- Physical Verification of Capital Projects with Expenditure Claims made.
- Generating Reports for Management on Audit work
- Follow-ups & Resolution of Audit Queries.
- Review of system based and manual internal controls for effectiveness and recommendations for improvements therein.
- Communication of audit observations/findings to different process owners and stakeholders

**Accounts Officer at [ChenOne Stores, Lahore, Pakistan.](#)**

( October-2017 To December-2017 )

**Major Responsibilities**

- Prepared Bank Reconciliation Statement.
- Cost estimation and managing expenses within departments.
- Supervision & monitoring overall movement of the production units.
- Develop and implement operational policies and procedures.
- Check and verify manual vouchers including (Cash payments, Bank payments, Bank receipts, Cash receipts)
- Direct dealing with bank on different issues such as (Cash inflow outflow, Bank Reconciliation Statement,
- Check and verify Petty expenses.
- Prepared weekly Bank, Cash positions and Cash Budget statement.

**Audit Officer / Business Analyst at [Punjab Beverages Co. \(Pvt.\) Ltd, Faisalabad, Pakistan.](#) (PBCL, KSML, HSML)**

( November-2010 To September-2017 )

**Major Responsibilities**

- Documentation & Evaluation of all systems from Gate to Gate.
- Development & implementation of Internal Control checks.
- Development of Internal Network of Intelligence for immediate & accurate information from different sections of the Companies.
- 100% Post -Audit of all Payments, Payable & Receipts & Receivables.
- Recommendations for modification of Systems according to requirements.
- Confidential Reports to TOP MANAGEMENT regarding efficiency & productivity of different departments of the sister concern companies.
- Special (Planned & Sudden) Audits of different reports produced by different departments for Top Management.
- Sudden Stock Takes & cash Counts of different stores & regional offices.
- Preparing Budget Vs actual performance on monthly basis
- Annual business plan preparation for both finance and production
- Monthly, quarterly and annual budget forecasting for CAPEX, expenses and revenue
- Analysis of financial highlights, ratios analysis, variance analysis, break even analysis, working capital management stock valuations, and preparation of information for financial institutions
- Analyzing all variable & fixed cost involved in manufacturing cycle
- Implementation of ERP solutions for different areas of business

**Audit Cum Admin Officer at [Nargis Textile Mills, Sahiwal Pakistan.](#)**

( November-2008 To November-2010 )

**Major Responsibilities**

- Check and verify manual vouchers including (Cash payments, Bank payments, Bank receipts, Cash receipts) and maintain their files.
- Direct dealing with bank on different issues such as (Cash inflow outflow, Bank Reconciliation Statement)
- Check and verify Petty expenses.
- Prepared weekly Bank, Cash positions and Cash Budget statement.

**QUALIFICATION**

Course and Institution	Specialization	Passing Year
Masters in Finance (MBA) <a href="#">University of Punjab, Lahore, Pakistan.</a>	Accounting/ Finance	2016
Bachelors in Commerce (B.COM) <a href="#">University of Punjab, Lahore, Pakistan.</a>	Commerce	2011
CA (Foundation) <a href="#">Institute of Chartered Accountant of Pakistan</a>	Commerce	2010
Intermediate <a href="#">Board of Intermediate and Secondary Education, FSD.</a>	Commerce	2008
Matriculation <a href="#">Board of Intermediate and Secondary Education, FSD.</a>	Science	2006

**TECHNICAL SKILLS**

- SAP (A1, B1)
- Oracle R12
- Microsoft Dynamics
- Peachtree
- Quick Book
- MS Office (2007,2010,2013)
- Web Base ERP

**ABILITIES**

- Self-motivated,
- Target oriented approach,
- Able to work independently and as team member and to meet Operational Headlines,
- Adapt well to new concept and Responsibilities,
- Establish solid working relationship with Professional Staff at all levels in team,
- Efforts to meet company Standards of quality and accuracy,

**PERSONAL PROFILE**

- Date of birth : 05-04-1990
- Marital Status : Married
- Religion : Islam

**REFERENCE:**

Mr. Nadeem Gulzar FCA

GM Budget & Financial Analysis & SAP at Punjab Beverages Co. (Pvt.) Ltd Faisalabad

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