



Kashif Ahmed **(Professional in Finance & Admin)**

Haji Zakriya Goth near Super Highway Toll Plaza Karachi
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Aiming for career enrichment in the field of Finance/Admin & Petroleum.

Career Objective

I seek a challenging assignment in organization that will utilize my knowledge and experience. My aim is to contribute to the objective of the organization and to grow with it. Having an experience in the fields of competition I can be sure of my commitments towards the Company which will endeavour far most in achieving goals.

Professional Summary

Under direction, performs more than **06** years a variety of professional level of Financial, Administrative S&M responsibilities under Finance Operations & Customer services department. Work 2 year as a General Banking Officer in Bank Al Habib Ltd. Account Manager with Al Kawkab Comm Br. LLc UAE. Logistic & Finance Officer with SRSO (Sindh Rural Support Organization). Currently Performing duties with Taj Gasoline Pvt Limited as a Petroleum Business Unit Manager. Duties involved preparing, maintaining, analyzing, verifying, and reconciling complex financial transactions, statements, records, and reports; maintains the accuracy of various depts.

Reporting to management and stakeholders, and providing advice how the company and future business decisions might be impacted, producing financial reports related to budgets, account payable, account receivable, expenses etc.

Developing long-term business plans based on these reports, reviewing, monitoring and managing budgets, developing strategies that work to minimise financial risk, Analysing market trends and competitors.

Develop training programs for summer and new employees, Execute BU operational excellence strategy and quality standards and maintain compliance with quality standards to improve day to day operations

Implement the BU strategy and ensure business development, including profit and loss (P&L) with close monitoring of the financial performance

Computerize Accounting Skills

- ❖ Tally. ERP 9 (2 Year Exp)
- ❖ QuickBooks
- ❖ Peachtree
- ❖ Microsoft Office (2010 & XP)(Word ,Excel ,Access ,PowerPoint)
- ❖ Operating Systems Window (Xp,NT,Me,2000,Mac,Unix,Linux)
- ❖ Excellent Internet Surfing & Browsing
- ❖ Computer Hardware & Software



Education (16-Years of Education)

Degree	Year	C.GPA /Grades
Bachelor of Business Administration (BBA Hons) (Finance)	2014	3.60/4.00
Fsc (Pre-Engineering)	2009	A
Matric (Science)	2007	B
Diploma in Human Resource Management	2013	A

Work Experience (6 Year Professional)

❖Taj Gasoline Pvt Limited (TGPL) Karachi

Petroleum Business Unit Manager

Sep- 2020, to Present...

- ✓ Golden Customer Service and support for good Sales at Site, complete reporting system
- ✓ banking activities on time with guidance of Finance Department
- ✓ Daily meter unit reading by self, Daily UGT dip and Strong Alignment with Operations Department for Site operations execution ,effective fuel ordering and decantation process in your personal presence with coordination of supply chain department
- ✓ IT equipment effective running and coordination with IT department for trouble shootings.
- ✓ Check and verify the assignments and develop performance of Support Supervisor
- ✓ Staff Management, Staff Training Staff personal matters etc.
- ✓ Resolve company matters related to SSGC, Wapda, and OMC etc.
- ✓ Daily basis DBR preparation with accurate financial reporting system matching entries with ERP and shift posting
- ✓ Loss Control: Check all site matters for controlling of any loss. Matter may include wastage of resources, poor performance, shortages, expenses etc. Timely recovery from Credit Parties with coordination of AM
- ✓ Adhering of company policies & procedures and ensures that they are communicated and implemented within the site team, Market visit and creating business relationship with new customers
- ✓ Achievement of assigned monthly sale target of HSD,PMG & CNG With motor Oil
- ✓ Utility & SSGC bills verification and payment on time with coordination of Finance Department.

❖Grid Global Commercial Brokerage LLc UAE

Finance Manager

Jan- 2020, Aug-2020

- ✓ Collecting, interpreting and reviewing financial information
- ✓ Predicting future financial trends
- ✓ Reporting to management and stakeholders, and providing advice how the company and future business decisions might be impacted
- ✓ Producing financial reports related to budgets, account payables, account receivables, expenses etc.
- ✓ Developing long-term business plans based on these reports
- ✓ Reviewing, monitoring and managing budgets
- ✓ Developing strategies that work to minimize financial risk
- ✓ Analyzing market trends and competitors

❖Sindh Rural Support Organization (SRSO)

District Logistic & Finance Officer

Nov- 2018, Nov-2019

- ✓ As Finance and Logistics Officer supports the Finance and Administration Manager and other
- ✓ Team members in financial, logistical and administrative activities to ensure efficiency of the Support
- ✓ Unit and support the implementation of activities. A large component of this role will be to coordinate
- ✓ Events and travel, including preparation of documentation and resources.
- ✓ Coordinate travel arrangements for project Women Support Unit staff and consultants, including booking accommodation and flights, calculating living allowance payments, and arranging trainings



- ✓ Develop and maintain travel/movements calendar to track location of all project Women Support Unit & Team members.

❖ **Al Kawkab Commercial Brokers LLc U.A.E**

Accountant General

Apr- 2016, Aug-2018

- ✓ Each day processes invoices, records payments, and track expenses of the organization
- ✓ Supervise other staff members who assist with the bookkeeping duties.
- ✓ Communicating with customers on regular basis
- ✓ Sends bills to customers; processes refunds; interacts with collection agencies on past-due accounts; and, works to resolve billing disputes
- ✓ Maintain company book of account journal ledger and bank reconciliation

❖ **Frontier Works Organization (Fwo)**

ASSISTANT FINANCE MANAGER (TEMPORARY)

MAR-18 TO MAY-18

- ✓ **Managing Cash Flow**
- ✓ **Updating Finances for Purchase Requests**
- ✓ **Assist with Strategic Plans**

❖ **Bank Al Habib Limited**

General Banking Officer

Apr- 2015, May-2016

- ✓ Provide support to the branch by managing core branch functions for servicing customers in accordance with the high standards of service quality of the bank.
- ✓ Responsible for the day-to-day interaction with customers of a fast-paced branch As the operational expert for the customer will positioned to proactively execute on the concepts developed by the Branch Manager with minimal supervision
- ✓ Also analyzes customer needs in order to cross-sell a wide variety of Bank services and develops new business through referrals and existing clients.
- ✓ Online transfer, banker cheque, clearing, certificates, debit credit entries, monthly and weekly financial reporting along with daily branch position to area manager.

❖ **Mnch Programme Ministry of Health Kpk**

Assistant (Maternal, Newborn & Child Health Program Kpk)

Jan-2011, Jan-2012

- ✓ Participate in malaria program activities with Provincial/District Health Office, and Disease Centre/Unit
- ✓ Counter check and validate data collection forms submitted by the Field Supervisor.
- ✓ Responsible accountable and reportable to provincial coordinator
- ✓ Assist PC in his monthly activity plan (training and monitoring) for each month and share with pr manager.
- ✓ Assisting provincial coordinator for implement training workshops in the respected province based on plan
- ✓ Perform and complete other necessary tasks assigned by Project Coordinator/Project Manager.
- ✓ Prepare and submitting monthly activity quarterly and annual activities report to project manager on time.

PERSONAL DETAIL

- | | |
|----------------------|---|
| • Father's Name | Mr. Afsar Gul |
| • Date of Birth | 3 rd , January, 1992 |
| • Nationality | Pakistani |
| • Passport# | HE-1164722 |
| • Domicile | KPK |
| • Marital status | Married |
| • Religion | Islam (Sunni) |
| • Languages Known | Fluent in English, Urdu, Sindhi, Pashto & basic in Arabic. |
| • Interest & Hobbies | Reading Books, Playing Cricket, Watching TV. |

REFERENCES: Available on request

Regards, Kashif Ahmed...