

Faraz Ahmed

M.COM | B.COM | ACCA FINALIST

Finance / Accounts Professional

Personal Info:

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Address: Building 792, Road 1612, Area 216, Muharraq, Kingdom of Bahrain.

Nationality: Pakistani.

CNIC #: 42101-5731396-7

CPR #: 880890673

Date of Birth: 24th August, 1988.

Professional Skills:

Team Management

Financial Reporting

Bus. Development

Financial Analysis

Software (ERP + MS)

Communication

Decision-Making

Reconciliations

Accounting

Personal Profile:

Proactive person with demonstrated leadership abilities, Strategic planning and problem-solving acumen gained through diversified work experience of over 9 years. Work closely with senior management in accomplishing results under tight deadlines by encouraging staff, team working and coordination. Methodical and well organized in optimizing coverage to meet operational demands. Possess strong financial analysis and reporting skills. Work professionally to ensure all statutory & corporate obligations are met.

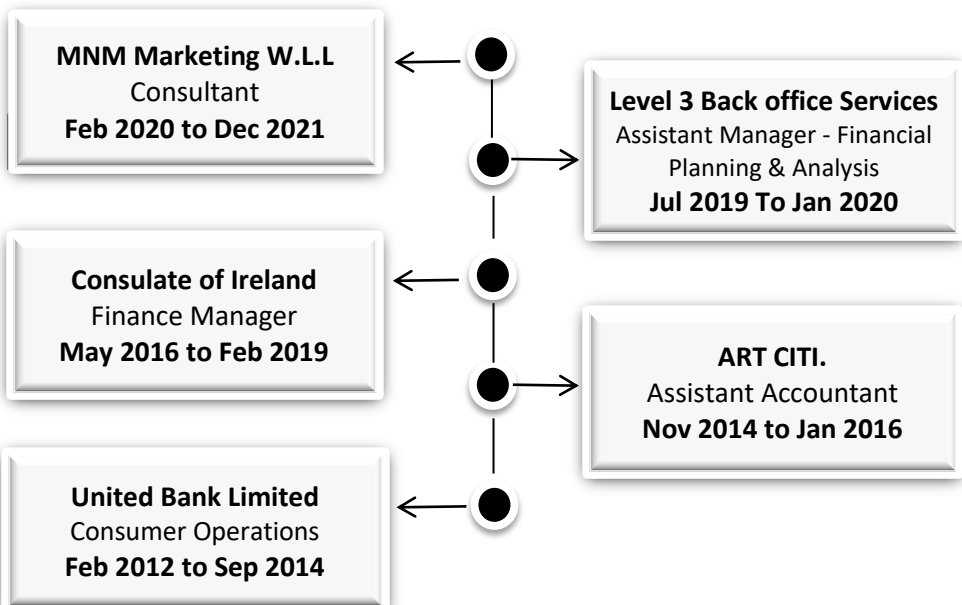
Academic Qualification:

TITLE	PASSING YEAR
Masters of Commerce (M.Com - Finance) University of Karachi, Pakistan.	2014
Bachelors Of Commerce (B.Com - Finance) University Of Karachi, Pakistan.	2009
Intermediate (H.Sc) (The Educators), Karachi, Pakistan.	2006
Matriculation (S.Sc) Shaheen Public School, Karachi, Pakistan.	2004

Professional Certification:

Associated Certified Chartered Accountant (ACCA)	(ACCA Final Part)
Certified Accounting Technician (C.A.T.)	06 Papers Cleared
SAP - Financial Course from IBA university CEE program.	3 Months Short Course
Peach tree & Advance Excel Course from Computer Collegiate	Skill development Course
Web designing course from Aptech	3 Months Short Course

Career Timeline:



MNM Marketing W.L.L
(FEB-2020 TO DEC-2021)
Senior Consultant

LEVEL3BOS/MOBILELINK
(JUL-2019 TO JAN-2020)
Assistant Manager -
Financial Planning &
Analysis

CONSULATE OF IRELAND,
KARACHI, PAKISTAN.
(MAY-16 TO FEB-19)
Finance Manager

ART CITI, KARACHI,
PAKISTAN.
(NOV-14 to JAN-16)
Accounts Assistant

Work Experiences:

As a Senior Consultant my job descriptions were:

- Attend virtual meetings with client on assignments and ongoing projects.
- Responsible for all Tamkeen related programs and schemes.
- Leading and supervision of multiple teams for ERP Software, Business Processes, Marketing & Business development.
- Financial Analysis & Reporting.
- Review of reports from teams.
- Assist in Audit support services.
- Preparation of financials and In-house accounts for clients as and when required.
- E-mail correspondence
- Assist in VAT filing and returns.
- Coordinate and supervise Backoffice team for various ongoing projects.
- Work closely with directors to formulate business's medium and long term financial and strategic plans.
- Identification of new business opportunities in the market.

As AM Financial Planning & Analysis my job descriptions were:

- Weekly analysis of Achieved goals, targets and achievement from various aspects.
- Analysis on payroll and commission expense, including time correction and retro pay hours on bi-monthly basis for 2400+ Employees in US.
- Preparation of weekly management reports including store wise headcounts of Employees, KPI, expected and budgeted hours analysis for the week.
- Analyze P&L reports of 552 stores of Mobile link across USA.
- Calculation of sales Targets for 552 stores across USA.
- Review Staff performance in comparison with GP earned by them.
- Preparation and forecasting of budgets.
- Graphical representations & Dashboard reporting.
- Cost Benefit Analysis
- Reports to senior management to aid in business decision-making and planning.

As Finance Manager my Job Descriptions were:

- Reconciliation of Countrywide Visa Application payment records with Dublin's system reports.
- Review of Staff Payroll.
- Supervision of invoices, petty cash and destruction of old records.
- Preparation of MIS of countrywide pending applications with visa categories.
- Make arrangement with local banks authorities to authenticate any financial documents issued by them.
- Reconciliation of bank statements with consulate records
- Preparation of trends of visa booking and visa decisions
- Reconciliation of Visa fees and FBR (foreign birth registration) fees.
- Provide aid to Deputy Council in decision making.

As Accounts Assistant my Job Descriptions were:

- Preparation of month end closing with accounts manager.
- Prepare accounts and reconciliations.
- Generate invoices against goods sold.
- Maintaining records for accounts payables and accounts receivables.
- Preparation of daily expense sheet.
- Maintain staff records for Payroll.
- Recording of petty cash vouchers.
- Follow up for payments.
- Assist in Inventory count.

UNITED BANK LIMITED
(FEB-2012 – SEP-2014)
Deployed in United Bank Limited
by Fulcrum as:

Return Mail Management
Officer (Jan 2013 – Sep
2014)

Settlement and
Reconciliation Officer
(Feb 2012 – Jan 2013)

As Return Mail Management Officer my Job Descriptions were:

- Preparation of return and re-forward consignments of UBL undelivered cards and refunds.
- Preparation of destruction certificates of undelivered consignments of cards and refunds.
- Resolution of quarries.
- Receive country wide return mails from couriers and maintain tracking of records
 - Preparation of aging report of queries logged on Altitude.
 - Resolution of card related complaints on Altitude (Bank software)
 - Extraction of Report from (Altitude)
- Update card status on CTL (Bank software)
 - Provide Aid in Audits.

As Settlement & Reconciliation Officer my Job Descriptions were:

- Reconciliations of sundry accounts and payments.
- Update resolution of queries on CTL Prime.
- Preparation of Withholding tax vouchers and Posting of Prime entries.
- Preparation of Master card Settlement vouchers.
- Compilation, rectifications of data.
- Reconciliation of IBFT.
- Extraction of data and reports from different software (**Altitude, CTL Prime, Oracle**).
- Posting of entries and numbering vouchers
- Email correspondence.

Other Skills:

- Dashboard Reporting.
- Strong understanding of Audit
- Quick learner & Decision making.
- Ability to deliver under strict deadlines and pressure situations.
- Long- and short-term Strategic planning.
- Cost & Benefit Analysis.
- Team management.
- Sales & Business development.

References:

Muhammad Nabeel Khan

Manager – Planning & Analysis
LEVEL 3 Back-office Services
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Shahid Ahmed

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IES Alliance, Bahrain
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