



KASHIF AKHTAR

MANAGER FINANCE

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Email : kashifakhtar1985@gmail.com
Visa Status : Employment Visa
Notice Period : One Month
Driving License : Valid UAE Driving License

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PROFESSIONAL SUMMARY

A Semi qualified Chartered Accountant (CA) with more than 10 plus years of professional experience in the field of Accounting, Finance, Taxation and Audit. Having 3.5 years of **Audit firm experience** and **5 years UAE Shipping Line experience** and currently serving as a Manager Finance in UAE **Courier and Logistics Company**.

ACHIEVEMENTS & AWARDS

- Employee of the Quarter (received from TCS Express World-Wide LLC)
- Appreciation letter (received from TCS Express World-Wide LLC)
- Cash Reward (For Cost Savings of Around AED 170,000 Annually from TCS Express World- Wide LLC)
- Joined TCS as Senior Accountant & within 9 months promoted to Manager Finance
- Cash Rewards (For Recovery of Bad Debts amounting to AED 180,000 from Shah Aziz Shipping Lines LLC)

CORE SKILLS

Financial statements
IFRSs Knowledge
Emirates post return filing
Bank reconciliation
Fixed Assets Register
Finance Lease Schedule
Online funds transfer
Communication with banks

UAE VAT Return Preparation & filing on FTA portal
Petty cash management & reporting
Account receivables (Aging & Recovery)
Account payables (Vendor Management)
Prepaid and Provision Schedules
Strong Email & Written Communication Skills
Microsoft Office (Advance Excel Functions)
Able to work on any Accounting Software

Payroll Processing via WPS
Assisting External Auditors
Individual & Team Player
Quick Learner
Climax Shipping Suite
Tally ERP.9
Billing & Invoice Generation

EXPERIENCE

TCS EXPRESS WORLD WIDE LLC

Manager Finance

September 2018 till Present



My responsibility at TCS Express World Wide LLC includes;

- Preparation of monthly MIS
- Preparation of Yearly Budget & Quarterly Forecasting
- Cashflow preparation and Funds Management
- other Compliance related matters
- Responsible for External Financial Audits
- Responsible for VAT Return filing of the company
- Cost Savings
- Strengthen Internal controls
- Handling Banking relationship

SHAH AZIZ SHIPPING LINES LLC

SENIOR ACCOUNTANT

OCTOBER 2013 TILL OCTOBER 2016



SHAH AZIZ
SHIPPING LINE

- Supervision of Sales Counter (Delivery Order Counter)
 - Maintaining the status of funds and petty cash reporting and reconciliation.
 - Monthly Statement of Account (SOA) of all business Transactions between Principal and Agent
 - Responsible for maintaining accounting ledgers and performed account reconciliation.
 - Dubai Port World (DPW) Monthly SOA preparation, Verification and Payment of Invoices
 - Recording and Monitoring of All Expenses and maintaining track record of company's expenses
 - Invoice Generation and reviewing Vessel wise charges are in accordance with company's Tariff
 - Detention Tariff Calculation, verification and invoice generation
 - Preparation of Bank Reconciliation Report
 - Handling payroll of all employees via WPS / Bank Transfer
 - Managing Vendor accounts generating weekly on demand cheques and maintaining records of payment information.
 - Handling customer inquiries researched problems and developed solutions
 - Assisting in carrying out company's internal audit.
 - Carrying out various banking functions like opening of new account, online banking, collection of returned or bounced cheques etc.
 - Training the junior accounting clerks.
 - Co-ordination with Software Vendor and I.T team to Generate Reports as per Finance Department Requirements
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LUCKY TEXTILE MILLS LTD.
SENIOR INTERNAL AUDITOR
AUGUST 2013 TO OCTOBER 2013



- Audit of payments to approved suppliers
- Audit of payroll
- Reporting and assisting to Manager Internal audit in internal audit issues

HAIDER SHAMSI & CO. CHARTERED ACCOUNTANTS
AUDIT AND TAXATION TRAINEE
JANUARY 2010 TO JULY 2013



- Worked as a registered Audited Trainee in Haider Shamsi & Co. (Chartered Accountant Firm) and completed article ship from ICAP (Institute of Chartered Accountants of Pakistan) as registered audit trainee.
- Got trained in preparation and audit of financials as per International accounting standards (IAS/IFRSs)
- Conducted audit of several clients which includes public listed and SME's
- Served as a tax supervisor which includes income tax return filing, computation and filing of withholding tax and advance tax returns

EDUCATION

MBA in Finance (Year 2010-2013)
IQRA University 22 Courses Completed out of Total 30 Courses

Semi Qualified Chartered Accountant (C.A intermediate) (Year 2005-2011)
Institute Of Chartered Accountants of Pakistan (ICAP)

- CA FOUNDATION Status: Module A & Module B -full passed
- CA Intermediate Status: Module C –Two Papers passed out of three
 - Advanced Financial Accounting II
 - Advanced Taxation Income Tax & Sales Tax
- Module D –Not Attempted

Bachelors of Commerce (B.com) (Year 2004-2006)
University of Karachi

LANGUAGES

English, Urdu and Hindi