


Saad Ahmed

ACCA



 Abu Dhabi, United Arab Emirates.

Visa Status : Visit Visa

 00971-582047069

 <https://www.linkedin.com/in/saad-ahmed-2501b241/>

 saadparagon@hotmail.com

Pro – active and result oriented individual having 10 years of experience in various accounting and finance functions. Ascertain needs, goals and streamline operations and envision new concepts, also possess strong on job learning skill and effectively communicate to both ends (upwards/downwards) in the hierarchy. Highly collaborative individual with track record of successfully training and coaching staff members while offering confidence, team contribution and decision making skills.



Skills

● Accounts Payable, Accounts Receivable and Inventory management	●●●●● Excellent
● Payroll Processing and Fixed Asset Management	●●●●● Excellent
● Staff Coaching, Training and People's Management	●●●●● Excellent
● Financial Reporting and Analysis	●●●●● Very Good
● Budgeting/Forecasting	●●●●● Very Good
● Income & Sales Tax (VAT)	●●●●● Very Good
● Process Re-design/Re-engineering and System development	●●●●● Very Good
● Treasury Management	●●●●● Good



Work History

Assistant Manager Finance

SICPA Inks Pakistan (Private) Limited, Karachi, Pakistan.

Worked in SICPA Inks Pakistan (Private) Limited as;

1. Assistant Manager Finance - April 2018 to September 2021
2. Senior Accounts Officer - April 2016 to March 2018
3. Accounts Officer - November 2013 to March 2016
4. Finance Internee - April 2013 to October 2013

During the tenure as mentioned above, I have performed various Job responsibilities such as;

Financial Reporting

- Monthly Financial Reporting to Local Management and Head Office that mainly includes preparation of financials with divisional breakup and notes/schedules to the financials.

April 2013
to
September 2021

- Preparation of monthly Reports, performing analysis of reported financials including variance analysis and explain reason(s) for major variations from budget/forecast and last year.

Forecasts/Budgets

- Reporting of Quarterly Rolling Forecasts and Annual Budgets to Head Office. Assisting the Financial Controller in the preparation of said forecasts and budgets.
- Preparation of various Reports by analyzing the overall forecasts/budgets and explain the reason(s) for major changes and provisions in the forecast/budget.

Accounts Payable Management

- Supervision of overall payable function and ensuring timely processing of bills/invoices to suppliers, contractors and service providers employing prescribed checks, compliance and approvals as per company policies including handling of online payment portals of various banks.
- Monthly Reconciliation of Payable Module with General Ledger, provisions of all expenses and ensuring appropriate deductions of income tax withholding from payment, depositing and e-filing of said withholding income tax to relevant tax authorities.
- Process re-design/re-engineering - Improve purchase cycle and other supply chain related processes by analyzing current practices, identify loopholes, highlight improvement areas and recommendation for better processes with enhanced internal controls.

Payroll

- Maintain and update the database of permanent and outsourced employees covering all components of compensation and benefits. Processing of monthly payroll and disbursement of salaries to staff timely and accurately.
- Monthly Reconciliation of Payroll Module with General Ledger, proper accounting of payroll in line with company policies. Ensure appropriate deductions against E.O.B.I., Provident fund and income tax withholding from employees, depositing said deductions to relevant authorities including monthly e-filing of said withholding income tax.
- Processing of loans and other reimbursements to employees on account of P.F. Loans/withdrawals, Car/Bike loans and medical reimbursements etc.

Fixed Assets

- Overall responsibility of handling the fixed assets that includes Initiating the request for capital expenditures, prepare all necessary workings and documents and submit them to Head Office for approval. Appropriate recording of additions, deletions, re-classifications, disposals and depreciation/amortization etc. in line with group policies.
- Monthly Reconciliation of fixed asset module with general ledger, carrying out physical verifications and ensure that all fixed assets are appropriately tagged.

Inventory Management

- Preparation of landed cost sheet for inventory and ensure that all production costs are properly taken in the cost of sales and inventory costs. Also Proposes strategies to reduce costs and improve procedures for supply chain.
- Recording of all journal entries related to stock and adjust them accordingly for month end closing. Preparation of ad-hoc reports as and when needed and performance of physical annual and bi annual Stock counting.
- Reconcile inventory on monthly basis including inter-company balances, investigation and analysis of inventory problems with local Supply Chain team and with Head Office.

Sales Tax

- Preparation and submission of monthly Sales Tax Return for FBR and SRB and reconciliation of sales tax with various modules and general ledgers.
- Handling of all departmental notices related to Sales Tax.

General, Health and Life Insurance

- Overall responsibility of handling General, Health and life Insurance including recording of additions and deletions timely and appropriately. Correspondence and follow-ups with Insurance companies on account of insurance policies, premium payments and insurance claims.
- Maintain insurance schedules, prepare necessary workings and comparative statement for insurance renewal and collect quotations from different insurance companies.

January 2012
to
February 2013

July 2007
To
December 2015
January 2006
To
December 2008
July 2005
To
June 2007

Others

- Preparation of presentations for review meetings, budget meetings and board of directors meeting and coordination with the external auditors leading to clean audit report.
- Invest money effectively against provident and gratuity funds in compliance with investment policies, correspondence with banks and other financial institutions, maintain and update investment schedules on monthly basis.

Senior Accountant

Al Nibras General Trading Co L.LC, Sharjah, United Arab Emirates.

- Preparation of monthly financial statements and other financial reports and provide Business Support including development and implementation of system of internal controls while coordinating with external auditors and other stakeholders.
- Performed working capital management, established and lead debt collection team ensured timely collection of debts and preparation of monthly collection report including variances.
- Receivables and Payables management including monthly reconciliations and maintenance of other accounting schedules.
- Preparation of bank reconciliation statement. Dealing with banks for import/export LCs, discounting arrangements, and other general banking matters.



Education

Professional Qualification : ACCA

Association of Chartered Certified Accountants - Glasgow, United Kingdom

Academic Qualification : Bachelors in Commerce

University of Karachi - Karachi, Pakistan

Certification : Certified Accounting Technician (CAT)

Association of Chartered Certified Accountants - Glasgow, United Kingdom



Affiliations

Member of Association of Chartered Certified Accountants (ACCA UK)



Software

ERP, Quick Book, Comrade and other user defined Softwares

●●●●●
Excellent

Foundation - a sophisticated financial reporting and budgeting/forecasting Software.

●●●●●
Excellent

MS Office including Advance Excel

●●●●●
Very Good



Languages

Urdu

●●●●●
Excellent

English

●●●●●
Very Good



Certifications

MS Office including Advance Excel

Certificate In Taxation Laws