

FAROOQ AHMED



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Visit Visa Valid Till: **18th Sep, 2023**

Address: Room No. 111, Afghan Kabul Building, JNP Signal, Sharjah, UAE.

CAREER SUMMARY:

Accomplished accountant with over 20 years of experience in dynamic corporate settings. Adept at managing diverse accounting transactions, reconciling balance sheets, and generating accurate reports. Exceptional analytical, communication, and organizational skills. Proficient in leading financial functions, optimizing performance, and ensuring compliance. A visionary financial leader skilled in precise analysis, strategic decision-making, and process enhancement.

CAREER PROFILE / SKILLS:

- Account Closure
- Account Receivable
- Accounts Payable
- Accrual Accounting
- Accurate Records
- Analysis Requirement
- Auditing
- Bookkeeping
- Budgeting & Forecasting
- Business Analysis
- Business Development
- Can do Attitude
- QuickBooks
- Communication Skills
- Cost Accounting
- Customer Management
- ERP Software
- Final Accounts Prep.
- Financial Accounting
- Financial Analysis
- Financial Reporting
- Freight Handling
- GAAP Compliance
- General Ledger
- GL Reconciliations
- Peachtree
- IFRS Compliance
- Import Operations
- Meticulous Attention
- Microsoft Excel
- Microsoft Outlook
- Microsoft Word
- Organizational Skills
- Process Improvement
- Purchase & Sales
- Receivable Payables
- Reconcile
- Requirement Analysis
- Sage
- Tax Returns (VAT)
- Team Leadership
- Team Management
- Teamwork
- Vendor Management
- Warehouse Operations
- Attention to Detail
- Analytical Skills
- Decision Making Skills
- Initiative & Prioritization
- Detail Oriented
- Presentation Development
- Tally

PROFESSIONAL WORK EXPERIENCE:

Lal Din Sons (Tile & Bath) – Lahore, Pakistan

(A well renowned Tile & Sanitary company like Emirates Ceramics)

Manager Accounts, 08/2022 to present



Responsibilities:

- Financial oversight:** Managed all financial aspects, including receivables, payable, and GL entries.
- Accurate reporting:** Prepared timely financial statements, offering insights for decisions.
- Inventory optimization:** Monitored stock levels, collaborated to enhance turnover and minimize overstocking.
- Tax compliance:** Ensured adherence to tax regulations, prepared necessary tax documents.
- Cost-effective measures:** Monitored expenses, and implemented effective cost savings measures.
- Team leadership:** Managed accounts team, fostering a positive and collaborative work environment.

Achievements:

- Assisted in budgeting and forecasting, contributed to a revenue increase of 1 million.

ASAA IMPEX (Importers) – Lahore, Pakistan

(A well renowned whole seller company like Ikea or Amazon)

Manager Accounts & Imports, 02/2008 to 08/2022



Responsibilities:

- Holistic financial management:** Oversaw financial operations, reconciliations, and accurate statements.
- Internal controls:** Implemented controls, ensuring financial data accuracy and integrity.
- Compliance and audits:** Ensured adherence to accounting standards and tax regulations, facilitated audits.
- Cross-functional coordination:** Collaborated with finance, sales, and marketing.
- Supplier relationships:** Established international relationships, negotiated agreements for imports.
- Efficient procurement:** Managed supplier selection, timely, cost-effective procurement of products.
- Regulatory compliance:** Ensured smooth clearance of imported goods, coordinated with customs.
- Inventory and logistics:** Managed inventory, coordinated timely shipments, and optimized stock.
- Cost management:** Analyzed import costs, identified savings opportunities.
- Documentation integrity:** Maintained accurate import records, invoices, shipping documents.

Achievements:

- Led budgeting, forecasting, and optimization, driving annual revenue growth of 2 million post-2015.

S.B.E. (Pvt.) Limited – Lahore, Pakistan

(A well renowned distributor like Unilever etc.)

Manager Accounts, 04/2006 to 01/2008



S.B.E. (PRIVATE) LIMITED

Responsibilities:

- **FMCG financial oversight:** Managed payables, receivables, and general ledger entries.
- **Accurate reporting:** Prepared reliable financial statements, income, balance, cash flow reports.
- **Inventory optimization:** Monitored, reported inventory, collaborated with operations for efficiency.
- **Budget management:** Assisted in budget development, monitored performance, and variances.
- **Internal controls:** Implemented safeguards, ensuring financial accuracy and compliance.
- **Month-end closure:** Managed month-end processes, reconciliations, adjustments.
- **Tax compliance:** Ensured adherence, accurate tax returns, and submissions.
- **Efficient software utilization:** Utilized tools for accurate records and streamlined processes.
- **Team support:** Guided junior accountants, maintained a productive work environment.
- **Stakeholder collaboration:** Liaised with auditors, tax consultants, and stakeholders.
- **Process enhancement:** Identified improvements, increased department efficiency.

Achievements:

- Drove 800,000 profit increases through strategic implementation, informed decision-making, and operational optimization, underscoring strong market analysis skills.

Metaline Industries (Pvt.) Limited – Lahore, Pakistan

(A well renowned company like Bristol Fire Engineering Ind. LLC)

Assistant Manager Accounts 08/2004 to 04/2006



**Metaline
Industries (Pvt) Ltd.**

Responsibilities:

- **Efficiency and Accuracy:** Ensure precise and efficient work execution, upholding high levels of accuracy.
- **Data Management:** Handle significant numerical data and efficiently manage multiple tasks with deadlines.
- **Transparent Reporting:** Generate clear and comprehensive reports tailored for management review.
- **Regulatory Compliance:** Demonstrate adept understanding of accounting regulations and practices.
- **Communication Skills:** Utilize strong computer, verbal, and written communication skills.
- **Regulatory Adherence:** Comply meticulously with company, local, state, and federal financial regulations.
- **Financial Analysis:** Analyze and compile financial data, providing valuable insights.
- **Stakeholder Reporting:** Create and deliver periodic financial reports to stakeholders and decision-makers.
- **Precise Record-Keeping:** Maintain meticulous financial records and proactively address discrepancies.
- **Taxation Proficiency:** Calculate taxes accurately and stay informed about pertinent legislation.
- **Budget Preparation:** Assist decision-making through budgeting and financial forecasting support.

Achievements:

- Promoted in 3 months from Sr. Accounts officer after successfully clearing 5-year Sales Tax Record backlog.
- Demonstrated exceptional attention to detail, ensuring accurate and comprehensive organization of financial information.
- Quickly adapted to new software, enhancing efficiency and accuracy in data analysis.
- Consistently prioritized tasks, meeting deadlines and exceeding expectations.

ACADEMIC EDUCATION:

DEGREE / CERTIFICATION	EXAMINING BODY	YEAR
CMA – Foundation	Institute of Cost & Management Accountants of Pakistan	2004
Bachelor of Commerce (B.Com)	University of the Punjab, Lahore	2001
Diploma of Commerce (D.Com)	Punjab Board of Technical Education, Lahore.	1999

LANGUAGES:

- English (Fluent)
- Urdu (Native)
- Punjabi (Native)

REFERENCE:

Will be furnished on demand.