

Touqeer Ahmad

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CAREER OBJECTIVE

I am experienced in **Accounts/Finance, HR and Admin**. Now, seeking challenging position where i can effectively utilize my expertise, skills, experience and knowledge.

EXPERIENCE SUMMARY

May, 2019 to Present
Islamabad, Pakistan

Business Manager

Q2 Solutions Pvt Ltd (Business Solutions Company)

- **Overseeing-** Oversees the activities of other Workers.
- **Recruitment** – Hires, trains, Fire and evaluates new employees.
- **Reporting** – Report to other executive or to owner directly.
- **Accountancy** – Look after Book Keeping, Payroll Tax preparation and payments as per law defined by Country.
- **Budget** – Develop and Implement Budget as a part of Decision making Management Team.
- **Client Relationship** – Creating positive, long-lasting relationships with current and potential clients.
- **Audit** – Oversee Accounting and HR audit as per defined audit Charter.
- **Business Development** –Collect sales and market report for Business Development team on target basis
- **Event Management** - Organize Different Event like Employee birthday, Employee ceremony, National Events and public events.
- **Client Meet Up** - Meet with Company Client on the behalf of CEO

Jan, 2021 to Present
Islamabad, Pakistan

Admin Manager (Part Time)

Rajpoot Trax Pvt Ltd (Tourism Consultancy Company)

- **Legal Documentation** – Prepare Documents for Apply to Other Countries like Turkey Europe e.t.c.
- **Profile Assessment** – Assessment profile and suggest their move to country.
- **Accountancy** – Look after Book Keeping, Payroll, Tax preparation and Receivable and Payable Bank Reconciliation.
- **Domestic Tourism** – Contact with vehicle arrangement and charges per person plan.
- **Client Relationship** – Meet with Client answer their questions and Consult them well.

April-2018 to April-2019
Islamabad, Pakistan

HR Executive

ArkHITECH Software Company (Software Company)

- **Recruitment**-Recruiting and training personnel and for the organization at the right cost.
- **On Boarding** – Hire employee and orientation as per company norms.
- **Payroll** – Preparing Payroll for Company Employees Contain Tax and Benefits

Calculation.

- **Loan Scheme** – Execute and look after employee loan Scheme.
- **Documents Management**- Oversee and Maintain Documents As Per Standards.
- **Employees Relationship**-Maintain Company Relationship with Employees.
- **Client Relationship** – Retention of Existing Client and Search for New Prospect.
- **HR Audit** - Perform HR audit according to audit Charter.
- **Performance Measure** - Execute and follow on going employee's performance indicator.
- **Event Management** - Organize Different Event like Employee birthday, Employee ceremony, National Events and public events.
- **Client Meet Up** - Meet with Company employees on the behalf of CEO

June-2017 to Mar-2018
Islamabad, Pakistan

Business Manager

ZQC Management Consultant (Management Consultant Firm)

- **Business Operations**–Meetings with prospective Clients.
- **Customer Retention** – Build relationships with new and existing customers.
- **Bookkeeping**-Record All transaction and Entries for Account Finalization.
- **Account Payable/Receivable**–Ageing, reconciliation and follow up of receivable and payables.
- **Bank/Cash**-Keep Record for day to day Cash and Bank.
- **Procurements**-Monitor inventory of office supplies and the Purchasing of new material According to budgets.
- **Documents Management**- Oversee and Maintain Documents As Per Standards.
- **Recruitment**-Recruiting and training personnel and allocate responsibilities.
- **Employees Relationship**-Maintain Company Relationship with Employees.
- **Client Relationship** – Retention of Existing Client and Search for New Prospect.

Apr-2015 to May-2017
Dubai, UAE

General Accountant

Horizon Information System (Group of Companies)

- **Preparation of P&L**–Preparation of Monthly Profit and loss.
- **Monthly Closing**-Coordinating and managing month end closing process.
- **Account Payable/Receivable**–Ageing, reconciliation and follow-up of receivables and payables.
- **Monthly Entries**–Finalize the month end entries prior to preparation of management report
- **Reconciliation**–Reconcile Creditors, Reconcile Debtors, Bank Reconciliation, Reconcile General Ledgers..
- **Inter Company**–Monthly Checking of Intercompany reconciliation on monthly basis
- **Monthly Payroll**–Month end Salary Processing and checking of Employees
- **Insurance**–Employee Insurance and Company Insurance Matters.
- **Compensation**–Employee Compensation like Bonus, Commission and Payroll.
- **Orientation**–Brief employees at Time of Joining Regarding Company Policies.
- **End of Service Calculation**–Monthly preparing End of service benefits as per UAE Laws.
- **Accounting Software** – Work in Oracle ERP and Tally ERP.

July-2012 to Feb-2015
Islamabad, Pakistan

Manager Accounts-Admin-HR

Code Enterprises Pvt Ltd (Netherland based Software Company)

- **Preparation of budget**–Preparation of Monthly Budget.
- **Prepare Income Statement and Balance Sheet.** Prepare income statement and balance sheet.
- **Cash Control**–Prepare monthly cash receive payments and Petty Cash Account.
- **Account Payable/Receivable**–Manage company's Payables and Receivables
- **Reconciliation**–Reconcile Creditors & Debtors, Bank Reconciliation, Reconcile General Ledgers.
- **Invoice**–Invoice Controlling and reconciliation on day to day and month basis
- **Procurement**- Procurement for office supplies and related business material
- **Public Relations**–PR Strategies and Campaigns, Preparing Plans for Corporate Level.
- **Payroll**-Salaries, Increments, Benefits, Bonuses, Deductions & Adjustments Preparation.
- **Recruitment**-Recruiting, training and developing staff.
- **Employees**-look after the health, safety and welfare of all employees.
- **Transaction Recoding**-Ensure Transactions are Properly Recorded and Entered into the Computerized Accounting System.
- **Policies & Procedures**-Conditions of Employment, All types of Leaves Policies, Interpreting Contracts and Conflicts & Negotiation Handling.
- **Tax & Corporate**–Employees Taxation from payroll and annual income company annual income tax return company registration with related bodies according to Pakistan tax Law Register Company with PSEB (Pakistan software export board) and handle all matters with FBR and SECP.
- **Administration**-Documents management, mailing's, event organizing & coordinating, Inventory records and other tasks assigned by the Head Office.
- **Audit**–Assist annual Audit and interim audits as well.
- **Clients Retention**-Follow-up running & upcoming projects(Clients Based in Netherlands, UK, India, USA and Germany)
- **Accounting Software** – Work in Quick Book and Peachtree.

ACHIEVEMENTS

- Develop and maintain accounting system in company.
- Develop Cash System and control.
- Conduct and assist audits
- Install new office setup at lowest cost with effective and efficient output
- Developed & Implemented Training Need Analysis and Evaluation Systems
- Designed and implemented employee incentive programs to increase productivity and client satisfaction.
- Register Company with EOBI (Employee Old Age Benefits).
- Register Company with PSEB (Pakistan Software Export Board).
- Introduce and maintain QuickBooks and ERP (Accounting system) in Head Office and Branches.
- Deployed Biometric based attendance system.

ACADEMIC AND COMPUTER

M Phil:	Business Development (Pursuing) –AIOU, Islamabad –Pakistan.
Post-Graduation:	CMA (2 Stages Qualified)–Institute of Cost and Management Accountants, Islamabad –Pakistan.
Graduation:	Bachelor of Commerce–University of Punjab, Pakistan.
Diploma:	Telly ERP Training Diploma–Dubai.
Diploma:	Digital Marketing form DIGISKILL
Package Software:	Oracle Finance (ERP Package), QuickBooks, Peach Tree, Tally(Diploma approved by Govt of Dubai)

SKILLS

Communication skills:	Communicate with client and inside organization.
Time Management:	Apply Time Management at task Assigned.
Computer Skills:	Can Operate Oracle ERP, Tally ERP, Peachtree and QuickBooks,
MSoftware. Admin Skill:	Document Handling, Office Related Tasks Assigned.
Account/Finance:	Book Keeping, Account Handling.
HR Skills:	Interview, Payroll, Hiring, Research
Language:	English (fluent) Urdu (native)

REFERENCE

Reference will be furnished on demand.

