

## TAUSEEF AHMAD

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### CAREER SUMMARY

- With **11 years** of experience in **accounting, financial management, and tax matters**, I am a seasoned finance professional with a track record of delivering quality results and insights.
- I have successfully managed the financial operations of various companies, including **budgeting, financial reporting and analysis, cash flow management, accounts payable and receivable**. I have also developed and implemented business processes in **SAP B1**, and trained and supported clients on various modules.
- I have extensive knowledge of **GAAP and IFRS**, and I am proficient in various financial software applications, such as **Oracle ERP, MS Dynamics GP, Quick Books, and Crystal Reports**.
- I am also a **CMA Part Qualified** from the **Institute of Cost and Management Accountants of Pakistan**, and I have a **Bachelor of Commerce** degree from the **University of the Punjab**.

### Key Skills

Financial Reporting, Financial Analysis, Financial Planning, Cash Flow Management, Budgeting, VAT Preparation, Accounts Payable Management, Accounts Receivable Management, Payroll Management, Administration Matters, Ecommerce Management, MS Office, Quick Books, SAP Business One, Oracle ERP, Microsoft Dynamics GP, Team Management, Time Management, Effective Communication Skills, Team Player

### PROFESSIONAL EXPERIENCE

**FINANCE MANAGER (22-09-2020 to 30-11-2022)**

**RS ECOM GATEWAY (PVT) LTD**

- Managed the financial operations of the company, including budgeting, financial planning and reporting.
- Preparation of financial statements (entity wise and consolidated) on monthly, quarterly, semi-annual and annual basis.
- Developed, implemented, and tracked budgets and forecasts for all departments.
- Analyzed financial performance and provided strategic guidance to senior management.
- Performed adhoc financial analysis and provided recommendations to improve profitability.
- Monitored cash flows and prepared monthly cash flow reports.
- Managed accounts receivable and accounts payable.
- Developed and presented financial analysis and reports to the board of directors.
- Setup chart of accounts and addition of new accounts into accounting software.
- Managed disbursement of employees' payroll on time
- Preparation and submission of withholding tax deducted on employees' salary with FBR on time.
- Preparation and submission of withholding tax deducted from vendors with FBR on time.
- Quarterly filing of company's withholding tax statement with FBR on time.
- Managed banking matters related to remittance clearance, payroll disbursement, cheques, authority letters.
- Participated in the development of short term and long term financial objectives.

## **SAP BUSINESS ONE FUNCTIONAL EXECUTIVE (01-09-2019 to 21-09-2020)**

### **STARTUP CONSULTING**

- Experienced in handling SAP B1 applications for training and support of following modules to clients.  
Administration, Financials, Sales – AR, Purchase – AP, Business Partners, Banking, Stock Management, Production, MRP, Human Resources, Reports, Fixed Asset Management, Services.
- Developed and implemented business processes in SAP B1 with success in a timely manner.
- SQL query writing.
- Crystal Reports.

## **ACCOUNTS OFFICER (04-08-2017 to 31-08-2019)**

### **AFINITI SOFTWARE SOLUTIONS (PVT) LTD**

- Kept accurate records of asset, liability, and capital account entries by compiling and analyzing accounting information.
- Managed day to day accounting operations including, review and verify invoices, resolve discrepancies, check payment requests and do necessary action to pay the obligations of the organization
- Executed all financial transactions accurately and timely, ensuring compliance with relevant accounting standards using Microsoft Dynamics GP.
- Established effective internal control systems to ensure the accuracy of financial information.
- Analyzed financial data and prepared financial statements and management reports.
- Maintained accurate records of all financial transactions.
- Managed new vendors and Mapping of GL codes in AP Module.
- Track, check and process employee's expenses reports for disbursement as per management guidelines.
- Reconcile accounts payable transactions.
- Prepare accounts payable Aging report on monthly basis.
- Monitor accounts payable to ensure that payments are up to date.
- Provide supporting documentation for Audit.

## **ACCOUNTS OFFICER (28-04-2014 to 03-08-2017)**

### **CHUGHTAIS LAHORE LAB (PVT) LTD**

- Generated daily revenue report and daily bank report.
- Kept accurate records of transactions through Oracle software.
- Developed effective strategies for streamlining and improving accounting g operations.
- Prepared and maintained financial reports, journals, ledgers and expense accounts.
- Prepared bank reconciliation statement on monthly basis.
- Resolved accounting discrepancies related to accounts receivables.
- Maintained accounts receivable and aging report.
- Managed cash flow for payments to vendors at the end of every month and deal with issues regarding reconciliation with vendors.
- Managed banking matters related to credit cards settlements, letter of credit, telephonic transfers & documents retrieving.
- Managed imports matters related to equipment and provided documentation of consignment as required.
- Managed custom issues i.e; logistics and clearance of imports on time.
- Ensured compliance to pay liabilities i.e; repayment of leased vehicles.
- Provided timely and accurate financial reports for the top level management.

**ACCOUNTS OFFICER (19-09-2012 to 26-04-2014)****TOYOTA SAHARA MOTORS (PVT) LTD**

- Preparation and processing of monthly withholding sales tax return filing.
- Responsible for general ledger maintenance, reconciliation and financial reporting.
- Kept accurate record of all accounting transactions related to accounts receivables of insurance companies, govt. institutions, semi govt. institutions and individual customers.
- Created financial reports on monthly basis of parts & service department for management including budgeting and variance analysis.
- Managed accounts receivable aging of all insurance, govt./semi govt. companies & individual customer.
- Monitored cash flow and ensured timely collection of payments.

**PROFESSIONAL CERTIFICATION & ACADEMIC QUALIFICATION**

Certification/Degree	Board/Uni.	Major Subjects	Grade/Div.	Year
CMA (Strategic level)	ICMAP	Management Accounting	Continue	2023
B.Com	Punjab University	Financial Accounting, Cost Accounting, Audit, Economics	2 <sup>nd</sup>	2012
F.Sc (Pre-Eng.)	BISE, Multan	Math, Physics, Chemistry	B	2007
Matriculation	BISE, Multan	Science Group	B	2004

**IT SKILLS & CERTIFICATIONS**

- ERP Software (Oracle, Microsoft Dynamics GP, SAP Business One and Quick Books)
- MS Office 2016
- E-Commerce Certification (Virtual University)

**PERSONAL INFORMATION**

CNIC # : 36103-8375047-5  
Date of Birth : 02-05-1988  
Religion : Islam  
Marital Status : Married

**LANGUAGES**

- English
- Urdu

**PERSONAL ATTRIBUTES & HOBBIES**

- Managerial skills
- Ability to communicate clearly and effectively in many mediums: by email, verbally, with lists and phone messages, on the phone.
- Ability to work under pressure by prioritizing work to meet deadlines
- Cricket, Books Reading and Watch Documentaries