

Khalil Ahmed



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Attock, Punjab, Pakistan

Career Statement

Looking to seek a responsible, challenging and rewarding position with a leading organization that ensures long-term career development and growth opportunities. To realize my true potential by working in an environment, this is conducive to hard work and creative thinking.

CAREER PROFILE:

- Detail-oriented, efficient and organized professional with extensive experience in accounting systems.
- Possess strong analytical and problem solving skills, with the ability to make well thought out decisions.
- Excellent written and verbal communication skills.
- Highly trustworthy, discreet and ethical.
- Resourceful in the completion of projects, effective at multi-tasking.

+ Skills

Communication

- Developed excellent written communication skills through my degree for which I regularly write reports and essays.
- Experienced in delivering presentations, both individually and in groups, to groups of up to 50 as part of my degree.

Business Awareness

- Managed the finances for our successful Young Enterprise company which was nominated for the regional final.
- Was always keen to contribute ideas to develop the business at PAC Commissary, one of which resulted in a sales increase of 20%.
- Studied the principles of running and developing businesses as part of my degree.

Organization

- Provided fast and efficient customer service while working at PAC Commissary, dealing with many customers and requests at one time while staying calm.
- Organized paperwork and diaries with great attention to detail while working at PAC Commissary, so that the full-time Administrator I covered for could take over from me without difficulty.
- Learned to manage my time efficiently through juggling studies, part-time work and extra-curricular activities and have never missed a deadline for coursework.

Trainings/workshops attended

Training as Internee Finance Sector (Letter of Credit Branch)

Pakistan Telecommunication Company Limited, Internship Reporting

July 02, 2014 to August 25, 2014

The training included following components:

- ✓ Letter of credit opening
- ✓ Shipment Payment Clearance
- ✓ Foreign & Local Payments
- ✓ Store payments.
- ✓ LC Commission Payment
- ✓ Debit Advises
- ✓ PAC & FAC Payments

Career Snapshot

Account Officer

PAC Commissary

March 1, 2018 to date

- ✓ Prepare cash book, petty cash accounts, record of any shortages and shortfalls.
- ✓ Produced monthly journals of cash and credit sales.
- ✓ Responsible for data entry of invoices, including assuring all bills are approved.
- ✓ Reconciling vendor accounts.
- ✓ Matching invoices/shipped quantity to the purchase order quantity.
- ✓ Handle monthly, quarterly and annual closing.
- ✓ Comprehensive review of store income statements.
- ✓ Prepare payroll timely and accurately.
- ✓ Prepare stock report and issue to concerning department.
- ✓ Receives and inspects all incoming materials and reconciles with purchase order, process and distributes documentation with purchase order, reports. Documents and track damages and discrepancies on orders received.

Accountant

Aircraft Manufacturing Factory Pakistan Aeronautical Complex

February 12, 2015 to February 13, 2018 (on Contract Basis)

- ✓ Reconcile revenue collection with system.
- ✓ Posting entries to general ledger and sub ledger.
- ✓ Reconcile final bill claim with provisional bill claim at the end of the year.
- ✓ Reconcile sub ledger balances with general ledger.
- ✓ Prepare bank payment vouchers, receipt vouchers and journal vouchers.
- ✓ Get vouchers signed and forward to cashier.
- ✓ Prepare payroll and make remittances including salary forwarding.
- ✓ Ensure that necessary books of accounts like cash book, ledger etc. is prepared.
- ✓ Records the funds transferred from crosscheck with the revenue ledgers and if necessary correspond with the bank.
- ✓ Verify all bills according to items including civil works.
- ✓ Review and approve supplier invoices related to project.

Accountant

Mangla Dam raising Project Descon Engineering Limited
January 03, 2011 to August 29, 2011

- ✓ Reconcile revenue collection with system.
- ✓ Posting entries to general ledger and sub ledger.
- ✓ Reconcile final bill claim with provisional bill claim at the end of the year.
- ✓ Reconcile sub ledger balances with general ledger.
- ✓ Prepare bank payment vouchers, receipt vouchers and journal vouchers.
- ✓ Get vouchers signed and forward to cashier.
- ✓ Prepare payroll and make remittances including salary forwarding.
- ✓ Ensure that necessary books of accounts like cash book, ledger etc. is prepared.
- ✓ Records the funds transferred from crosscheck with the revenue ledgers and if necessary correspond with the bank.
- ✓ Verify all bills according to items including civil works.
- ✓ Review and approve supplier invoices related to project.
- ✓ Review accounts total related to project assets and expenses.
- ✓ Manage company and project cash flow.
- ✓ Track all company assets and liabilities.

Store Supervisor

Chine International Water & Electric Corporation Mangla Raising Project
May 17, 2004 to November 26, 2010

- ✓ Receives and inspects all incoming materials and reconciles with purchase orders, processes and distributes documentation with purchase orders, reports, documents and track damages and discrepancies on orders received.
- ✓ Receives and stores documents and confidential files, maintains record of approved document and confidential file destruction.
- ✓ Maintain the warehouse, records area and store area in a neat and orderly manner.
- ✓ Canceled and damaged items back to vendors as appropriate.
- ✓ Receipt of purchase orders from procurement.
- ✓ Get goods inspected and verified by concerned expertise.
- ✓ Generate GRN (Goods Receipt Note) after verification from concerned experts.
- ✓ Distribute goods as per distribution list or purchase order.
- ✓ Submit invoice to finance for release of payment.
- ✓ Submit monthly issue report to Finance & Account Division.

+ Education

M.S/MBA-Finance (3.5 Years)

COMSATS Institute of Information Technology, Attock (Punjab) Pakistan
CGPA: 3.37

B. Sc. (Psychology, Economics, Geography)

University of the Punjab, Lahore, Pakistan

H.S.S.C. (Mathematics, Economics, Computer)

BISE, Rawalpindi

S.S.C. (Science)

BISE, Rawalpindi

+ Computer Skills

MS-Office (Word, Excel, Power Point etc)
M.I.S. (Management Information System)

+ Languages

English: Speaking, Writing and Reading (Good)
Urdu: Speaking, Writing and Reading (Excellent)
Punjabi: Speaking, Writing and Reading (Excellent)

+ Personal Traits

Ability to learn things fast,
Takes responsibility, creative, self confident with positive mind set

+ Personal Information

Father's Name	:	Farman Elahi
Date of Birth	:	15/09/1981
C.N.I.C. #	:	37101-1758930-5
Nationality	:	Pakistani
Passport #	:	QE1159303
Marital Status	:	Married