



Resum'e
FURQAN AHMED
S/o SULTAN AHMED (LATE)

▪ House No. 63 / J, Block No. 6,
Nursery P. E. C. H. S., Karachi
75400. PAKISTAN

☎ Phone: +9221-34523297
☎ Cell No. 0333-3424539

✉ imfurqan@gmail.com

❖ **OBJECTIVE**

Seeking a responsible and challenging career with a growth oriented organization where my talent and knowledge may significantly contribute to the organizations profitability.

❖ **PERSONAL INFORMATION**

Nationality : Pakistani
CNIC No 42201-3931063-5
Marital Status : Married

❖ **ACADEMIC QUALIFICATION**

MBA (Finance)

In the Year 2008 - 2012
From: PAF-KIET University Karachi

Bachelor of Commerce

In the Year 2004 - 2006
From: University of Karachi

Higher Secondary School Certificate in Commerce

In the Year 1998 - 2000
From: Govt. National College, Karachi

Secondary School Certificate in Science

In the Year 1995 - 1997
From: Green Field Secondary School, Karachi

❖ **COMPUTER EXPERTIES**

DCS (Two – years) Diploma in Computer Science (in the Year 2000 – 2002)

Grace Institute of Computer Science and Management, Karachi, Pakistan

- MS–Word
- MS–Power Point
- MS–Excel
- Fox Pro
- HTML (Hyper Text Mark–up Language)
- DOS (Disk Operating System)
- Net Browsing Good Knowledge of Computer Hardware

❖ EMPLOYMENT EXPERIENCE

Feb 2019 till To date:

Working as “**Sales Coordinator**” in Sales Department of **ENGRO FERTILIZERS LIMITED**

(Contract Based – 03 Months)

Working Responsibilities:

- Managed Daily Sale Reporting, Daily Order Generated report, Daily Outlook vs OG report and Dealer Inventory Off takes Report
- Managed Weekly Pricing Report
- Managed Monthly Reporting
- Data Extraction from SAP as per Requirement and as and when required by Sales Manager/ Sales Advisor / Market Analyst.
- Assist Sales Manager, Sales Advisor, Market Analyst in their Analytical Reports.
- Data compilation from Zones
- EIS/ DIS / ABS/ ECD/ ELD Data compilation as and when required
- Payment instrument handling
- Data compilation
- Troubleshooting Coordination with Zones, GA, CAD, F&P (Operational Matters)
- SAP and QLIK view software issues

Nov 2017 - Feb 2019:

Worked as “**Treasury Officer**” in Treasury Department of **ENGRO FERTILIZERS LIMITED**

(Contract Based)

Working Responsibilities:

- Managed Farmer Loan Financing Processing Program “Rahbar”.
- Coordinate with Business Team and Bank regarding farmer screening process by verifying bulk CIBs
- Coordinate with Business Team and Bank for bank account opening and loan approval process
- Monitored loan disbursement process and Initiated disbursals under the approved farmer loans
- Maintained weekly loan position reporting in **(MS. Excel)** for supervisor and worked with Reporting Team to ensure timely entries and accruals in **SAP**
- Managed farmer loan payments in **SAP** and settlement of accurate mark-up
- Coordinated with participating banks for insurance policies and premium payments
- Provide support to my team regarding 'Verified financial instruments, monitored cash deposits, bank charges verification, pay order deposits, etc.

Nov 2011 – Nov 2017:

Worked as “Assistant Manager” in Accounts Department of Artistic Denim Limited

Working Responsibilities:

- Managing day to day processing of accounts receivable and payable and producing reports as requested.
- Manage the Payments received via Credit Card, Checks and Wire transfers after coordinate with international Customer, international Banks, factor and Overseas Office
- Work with senior management on monthly and quarterly assessments and forecasts of organization's financial performance against budget, financial and operational goals.
- Work with senior management on negotiating contracts for all operational projects of the company
- Manage the Transfers of remittances from international banks accounts (Bank of America, Habib American Bank, Chase JP Morgan Bank).
- Coordinate with Factor (Sterling National Bank, (USA) and CIT, (USA) Regarding Payments Disputes and settlement.
- Reconcile the weekly bank statement receive from Chase JP Morgan Bank and Bank of America
- Reconcile the Credit Card statements receive from AMEX monthly basis and submit to Manager
- Manage the customer Account details for non payments, delayed payments and other irregularities. Prepared accounts receivable aging records.
- Prepared weekly reports for International Customer regarding their payment details, credits details and balance amount details
- Coordinating with the US Team with respect to ads placement and editorial post in well-known fashion magazines and Billboards
- Prepared the monthly U.S. Sales Team commission and process bi-monthly payroll.
- Directly reporting to the CEO of the company regarding the daily progress report of all online operations and all marketing & advertising expense

Aug 2011 to Oct 2011:

Worked as “Internee” with Finance Directorate of DHA

Working Responsibilities:

- Maintain Members Accounts
- Manage the Details of Members
- Manage Bank Reconciliation

July 2010 to Aug 2011:

Worked as “ASSISTANT MANAGER” with **EDUCATIONAL ADVISORY SERVICES & TRAINING (EAST)**

Working Responsibilities:

- Correspondence and Feed Back with Clients
- Making Marketing and Promotion Strategies for EAST
- Maintain Customer Accounts and Coordination with them
- Manage the Details of Accounts Receivables & A/c Payables
- Reconciled the data of accounts after coordinate with Banks

May 2008 to July 2010:

Worked as “ADMINISTRATION / ACCOUNTS OFFICER” with **CAMS (PVT.) LIMITED** offering CAT, ACCA, CA, CIMA, CFA, BBA and MBA

Working Responsibilities:

- Assist the Manager regarding Marketing and Promotion policies
- Assist the Manger regarding Students rules and regulation policies
- Establishing admission policies and student counseling for admission after analyze competitors
- Participated in Different Educational Exhibitions and Workshops
- Correspondence with ACCA regarding queries
- Correspond with different Branches By ERP Software
- Compile students data on student database software “AEMS”
- Correspond with students and ACCA office Karachi regarding queries
- Maintain Faculty records, reports and salaries
- Compile faculty monthly remuneration as per the Management Contract
- Maintain Monthly Income Statement Report
- Maintain Day End Accounts report Regarding Accounts Receivable / Payable
- Maintain students portfolio and Computer Based Exams Record

Achievement

Achieved **Best Employee Award 2008** among in all branches of CAMS

Feb 2008 TO March 2008:

Worked as a “INTERNEE” Six Week Internship with **ALLIED BANK LIMITED**

Working Responsibilities:

- Banking Operations
- Worked in A/C or Cheque Clearing Department
- Cash Department
- Customer Service Department

June 2005 TO Feb 2008:

Worked as a “PROGRAMME COORDINATOR / ADMINISTRATION OFFICER” with JINNAH UNIVERSITY COLLEGE offering A’ Level Programme & University of London (External Programme)

Working Responsibilities:

- Assist the Manager regarding Admission and students Rules & Regulations Strategies
- Assist the Manger regarding Marketing, Competing and Promotion policies
- Organized different events and Participating in Education Exhibition
- Correspondence with British Council & University of London
- Worked as Supervisor during A’ Level and ACCA examination conducted by British Council
- Compile A’ level students data on British Council student database software “CAMEO”
- Establishing admission policies and student counseling for admission
- Maintain Faculty records, contracts and reports
- Compile faculty monthly remuneration as per the Management Contract

February 2002 TO May 2005:

Worked as “ASSISTANT ACCOUNTS / ADMINISTRATION MANAGER” with UNITED CONSULTANTS

Working Responsibilities:

- Correspondence with Foreign Universities & Colleges
- Coordinate with Marketing Manager for establishment of new marketing and promoting strategies
- Organized and Participating in different Education Exhibition
- Provide information regarding Overseas Education to students
- Correspondence with clients and take feed back
- Maintain Accounts reports (Bank Reconciliation, Profit / Loss Statement, A/c Receivable & Payable records, Petty Cash Book), Staff Salary
- Preparation of weekly and monthly reports

❖ SKILLS & INTEREST

- Quick learner, keen to learn and improve skills
- Self-motivation and ability to take the initiative
- Ability to work well under pressure
- Work confidently within a Teamwork

❖ REFERENCES

References will be arranged on request