

**Fahad Ahmed**

Position: Accountant

Experience: 07 Years (Including 5 Years in UAE)

Educational Qualifications: MBA (Finance)

Key Skill: Financial Reporting | Budgeting | Cost Analysis | VAT | Receivable & Payables  
Contract Management | Business Proposal | Tenders Filling | EoS

Mobile Number: +971 5530 33178

Current Location: Abu Dhabi UAE

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**Summary of career**

- Presenting seven years of diversified experience, in different sectors, includes construction, education, banking, trading & transportation.
- Having experience to deal more than hundred suppliers. ADNOC, Takreer, Weatherford, Schlumberger, NDC, Agility & MICCO Logistics.
- Dealing with national & international suppliers for price negotiations, warranty claims & shipment status
- Having experience of business proposals & Tenders Submission.
- Having experience of financial reports & analysis, budgeting, forecast development, cost control & cost measurement, AP/AR, VAT filling, payroll & employs end of service & benefits
- Studying & analyzing the project feasibility and cost factors.
- Having experience on QuickBooks, Tally ERP 9, Peachtree & basics of Oracle
- Excellent communication skills both verbal & written

**Achievements**

- Successfully Completed the project of tire business with cost effective on the timely bases

**Major Role in Various Organizations**

- |  |                           |
|--|---------------------------|
| ➤ Accountant   | October-2015 till date    |
| ➤ (Al Fateh Enterprises Abu Dhabi – UAE)                     |                           |
| ➤ Accounts & Admins Officer (Zaheeruddin Consultant PVT LTD) | January-2013 to July-2015 |
| ➤ Lecturer (Dawood University of Engineering Technology)     | January-2011 to June-2015 |
| ➤ Internee (National Bank of Pakistan)                       | Oct-2008 to Dec-2008      |
| ➤ Internee (Soneri Bank Limited Pakistan)                    | May 2010 to June 2010     |

**Educational Qualification**

- |   |                      |
|---|----------------------|
| ➤ Master in Business Administration (Finance) | Year of Passing 2010 |
| ➤ Bachelors in Business Administration (BBA)  | Year of Passing 2004 |

**Computer Skills/Software**

QuickBooks | Tally ERP-9 | Peachtree | Microsoft Office 2010 | Basics of Oracle

**Seminars & Trainings/Co-Curricular Activities**

- |   |  |
|---|--|
| ➤ Preparation of Financial Statements Based on GAAP | <b>3 Fold education Center Abu Dhabi</b> |
| ➤ Faculty Professional Development program          | <b>DUET Karachi Pakistan</b>             |
| ➤ Careers Development Program                       | <b>Unilever Pakistan</b>                 |
| ➤ Peachtree Accounting Software                     | <b>Real American Institute Pakistan</b>  |

**Employment Records**

Name of the Company: AL Fateh Enterprises Abu Dhabi – UAE

Job Position : Accountant

Year : October-2015 – till date

Al Fateh Enterprises is the leading transport company in UAE which is providing the complete fleet management services to oil & gas field specially to ADNOC.



As part of company my job responsibilities are to prepare timely bases all the financial statements and to make sure each single transaction must be recorded without any errors or discrepancy. My duties consist are as following. Filling the tenders, preparing the business proposal & implement the transparent method of procurement.

- Preparing & submitting the monthly invoices to the clients
- Preparing yearly organization budget & project estimation
- Preparing the business proposals
- Managing the petty cash expenses for the staff
- Reconciling revenue record monthly bases of each client
- Verify discrepancies by and resolve client's billing issues
- Recording daily bases financial transactions, including verifying, classifying, computing, posting, and recording accounts receivables data
- Preparing & submitting the VAT return
- Recording & reconciling the Post-Dated Cheques date wise
- Preparing the bank reconciliation
- Coordinate logistics activities related to procurement, funding, substantive units & humanitarian affairs
- Reconcile the accounts receivable ledger to ensure that all payments are accounted for and properly posted.
- Dealing with hundred plus local & international suppliers regarding quotation, price negotiations, issuing the local purchase orders & maintaining the delivery notes records.
- Ensure accountable, timely & cost-effective release of peacekeeping cargos along with personnel
- In charge of a Logistic advance and expenses justification
- Ensure accuracy of supplier delivered items
- Participate in the local purchasing of goods for the project, upon instruction
- Design & develop standard operating methods to manage logistics operations efficiently
- Preparing staff salary, payroll, end of services
- Preparing budget proposal & budget estimations
- Preparing LC, TT documents

Name of the Company : Zaheeruddin Consultants Pvt Ltd  
Job Position : Accounts and Admin Officer  
Year : January 2011 to July 2015



The Zaheeruddin Consultant Pvt Ltd is the construction & development industry which is the providing state of the art services in the field of construction, architecture, Engineering & development.

As Accounts & Admin Officer my responsibilities were to prepare the staff payroll, maintained the inventory management record, bank reconciliation, follow-up of payment from clients, profit & loss statement project based, allocation the material to particular project on timely bases & look after other administrative issued.

Name of the Company : Dawood Engineering University Karachi Pakistan  
Job Position : Lecturer (VISITING Faculty)  
Year : January 2011 to June 2015



I was performed my services as a lecturer in visiting faculty in different department of the university, my subjects were Engineering Economics, Business Management, Financial Management.

Name of the Company : National Bank of Pakistan  
Job Position : Internee  
Year : October-07-2008 to December-31-2008  
Name of the Company : Soneri Bank Limited Pakistan  
Job Position : Internee  
Year : May-17-2010 to June-26-2010



#### Personal Details.

Date of Birth : February-23-1983  
Religion : Islam (Sunni)  
Nationality : Pakistani  
Marital Status : Married  
Language Known : English, Urdu, Hindi, Sindhi & Basics of Arabic