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PROFILE

Presenting **12** Years of diversified experience, within various legendary industries environments, including Manufacturing, Engineering, Construction, Oil & Gas. I have in-depth knowledge & working experience in the field of General Accounting, Financial Operations Management, Corporate Compliance, Financial Reporting & Analysis, Taxation, Treasury Management, Financial Modelling, Risk Management, Cost and variance analysis, Budgeting and Forecasting, ERP Implementation, Reconciliation of Accounts Receivables & Payables, Banks Dealing (LC, Bank Guarantees), Auditing, Inventory & Fixed Assets Management, Working Capital Management, Payroll Management, IAS & IFRS.

EDUCATION

2009 - 2012

University of Karachi

MBA - Master in Business Administration (Accounting & Finance)

2005 - 2007

University of Karachi

Bachelor in Science (BSC)

TRAINING & CERTIFICATIONS

- **SAP Finance & Costing (FICO)** Program, Corporate Skills, Tax & Computerized Accounting from Institute of Business & Professional Development Karachi, Pakistan, Jul 2020 - Jan 2021
- **Mastering in Excel Financial “with Advance Financial Modeling”** from Institute of Business & Professional Development Karachi, Pakistan, Mar 2019 - May 2019
- **Financial Analyst** from GAAP Consulting, Karachi, Pakistan, Oct 2019 - Oct 2019
- **Professional Accountancy “Manual & Computerized with Peach Tree”** from Skill Development Council Karachi Govt. of Pakistan Karachi, Pakistan Jun 2009 - Sep 2009

LANGUAGES

English



Urdu



Arabic



AMJAD HUSSAIN

Accountant / Senior Accountant / Finance & Accounts Manager

Linkedin

<http://linkedin.com/in/amjad-hussain-0b258046/>

EXPERIENCE

September 2015 - present

IIW-INDUSTRIAL ENGINEERS & CONTRACTOR (EPC)

Finance & Accounts Manager

Responsibilities:

- Finalization of periodic financial statements i.e., balance sheet, income statement, and statement of cash flows.
- Communication and coordination with banks (LC, Bank Guarantees), Insurance Companies, suppliers, customers, regulatory authorities, and external auditors.
- Management Reports. Maintaining and finalizing Books of Accounts, preparing Financials and Consolidated Group Financials as per IFRS and managing Audits
- Review of project invoicing, payments, recovery, and dealing with multiple projects.
- Review and analyze Management accounts including profitability analysis.
- Monthly reconciliations of debtors, creditors, banks, and aging analysis.
- Effective supervision of Treasury management & banking transactions.
- Daily bank position and reconciliation with the previous day's balance.
- Handling receipts and supervising fund flows during the new project launching.
- Monitor and control accounting software (Climax accounting software SQL-based).
- Supervision of Accounts Payables & Receivables & Payroll Management.
- Provide different reports as per the requirement of management
- Prepare schedules for audit staff for finalization of accounts.

September 2014 - September 2015

GLOTECH SERVICES PAKISTAN (PVT) LTD.

Accounts Officer

Responsibilities:

- Timely reported monthly, Quarterly & annual financial statements for Management.
- Efficiently managed department's routine tasks regarding Banks, Receivables, Payables/Suppliers, Fixed Assets, Payroll, Revenue/ Billing & Expenses.
- Preparation & reporting of Budgeting & Forecasting with periodical controls, Variance Analysis, and cost control.
- E-Filling of Withholding Taxes U/S 149, 155 & 165 and F.B.R for Sales Tax.
- Monitoring Monthly Aging (Debtors & Creditors).

SOFTWARE SKILLS

Advanced Excel & VBA Macros	★ ★ ★ ★ ★ ★
SAP Finance & Costing (FICO)	★ ★ ★ ★ ★ ★
Intuit Quick Book	★ ★ ★ ★ ★ ★
Tally ERP 9	★ ★ ★ ★ ★ ★
Peachtree	★ ★ ★ ★ ★ ★
Climax SQL based	★ ★ ★ ★ ★ ★
Data Visualization in Tableau	★ ★ ★ ★ ★ ★
Data Visualization with Power BI	★ ★ ★ ★ ★ ★
Microsoft Outlook	★ ★ ★ ★ ★ ★
Microsoft Office	★ ★ ★ ★ ★ ★

CORE SKILLS

- Good communication - written and oral skills
- Excellent conceptual and analytical skills
- Ability to analyze complex situations and propose the optimal solutions
- Reconciliation of Accounts Receivables & Payables
- Payroll Management
- Variance Analysis
- Financial Statement Analysis
- Costing and Profitability
- Financial Budgeting, forecasting, and Planning
- IAS & IFRS
- Risk Management
- Financial Reporting & Analysis
- Project Handling
- Financial Modeling and Analysis Valuation
- Capital Expenditure Budgeting (CAPEX)
- Taxation (VAT) Management

PERSONALITY

- Managerial Skills
- Punctuality
- Creativity
- Organized
- Self-motivated
- Team work
- Result Oriented

December 2012 - July 2014

ASIA ENGINEERS & CONTRACTORS

Senior Accountant

Responsibilities:

- Finalization of financial statements i.e., balance sheet, income statement, Statement of changes in equity, and statement of cash flows.
- Devised adequate internal controls (Policies & SOPs) to mitigate the risks associated with cash, Inventories, collections, Payments & Supplies.
- Supervising audit staff in finalization of yearly accounts & Costing of Product, Budget of payment & receipts.
- Prepare schedules for audit staff for finalization of accounts.
- Keep and maintain regular control and update the data on Accounts Receivables (A/R), Accounts Payables (A/P).
- Review of journal entries, monthly revenue, expenses, capital accruals, Quotations, purchase order, Inventory, estimates, monthly invoices, and monthly account reconciliations.
- Implementation and control of accounting software (Tally ERP 9).
- E-Filling of Withholding Taxes U/S 149, 153,155 & 165 & annual income tax return.
- Book Entries to record valuation impact of financial assets, income & expenses.
- Preparation and control of Invoicing and its recovery.
- Implementation of Intuit Quick Book for the recording of transactions & creating reports for management.

September 2010 - November 2012

MS APPARELS

Accountant | Senior Accountant

Responsibilities:

- Recording day-to-day all transactions regarding sales, purchases,s, and other business-related activities as well as closing and adjusting JVs.
- Ensuring timely payments to vendors after reconciling their accounts.
- Handling disputed matters with suppliers regarding any discrepancy in their accounts and resolving them thereon.
- Stock Taking & Counting of Fixed Assets on a Monthly Basis and Report to Management.
- Supervision of factory payroll system.
- Monitoring and reconciliation Bank & Monthly Aging (Debtors & Creditors).
- Maintain the Fixed Asset register and the application of depreciation.
- Ensure the accuracy of issued cheques and its supporting documents and pass the same for MD's final approval.
- Maintain the Fixed Asset register and the application of depreciation.
- Participate in routine meeting of management & key role in its evaluation in each session.
- Petty Cash Management.
- Payroll management
- Employees Income Tax Management.