

Ashfaq Ahmed

P.O. Box 330109,

Riyadh 11373, K.S.A

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EDUCATION:

1997-1999

**Master of Commerce (Finance)
Quaid-e-Azam College of Commerce
University of Peshawar – Pakistan**

A program designed to have an in depth knowledge of all matters related to Accounts and Finance

1994-1996

**Bachelor of Commerce
Government College of Commerce
University of Peshawar**

WORK EXPERIENCE:

(Total 21 Years)

Accounting -- 17 years

Financial Audit -- 4 years

PERSONAL STATEMENT

An experienced and talented Finance Manager who has the motivation and right skill sets needed to ensure targets are met and everything gets done on time and to budget. Ashfaq is

Highly organized, ambitious, driven and possesses the capability to develop maximum business development and profitability. Having superb communication skills means that he is more than able to build a strong relationship with companies and key decision makers alike. He is someone who goes out and gets what he wants rather than waiting for it to be brought to him. Right now he is looking for a suitable position with an organization that employs smart people and offers its staff great opportunities to learn, grow and succeed.

AREAS OF EXPERTISE

MANAGERIAL

- Able to work independently in a fast paced and rapidly changing environment.
- Can identify threats as well as opportunities.
- Developing and motivation teams to do better.

PERSONAL

- Comfortable in dealing with Senior Managers or Executives
- Developing business relationships through networking
- Can communicate complex technical data and statistics clearly
- Ability to win and retain long-term high quality clients as well as recurring business
- Able to cope with pressure and work in a fast paced environment
- Willing and capable of learning and adapting quickly
- Understanding a client's needs and issues from a business point of view
- Ability to communicate in a clear and effective manner
- Having the patience to deal with multi decision maker
- High level of personal organization and time management skills
- Ability to always maintain self-motivation and be consistently pro-active

CAREER HISTORY

ADMIN & FINANCE MANAGER April 2013 – Present INSSAN FACTORY FOR METAL COMPANY RIYADH

- Preparation of Financial Statements, Supervision during Preparation of Payroll and Books of Accounts, Dealing all bank loans preparation of all documents for SIDF Loans, Supervising purchase, sales and production, Inventory Control, visiting and controlling branch offices accounts, inventory and sales system Using SMACC as accounting software
- Responsible for purchasing plant & machinery installation and planning for business development and marketing strategy managing new accounts and developing them to their full potential to ensure consistent recurring revenues. Also in charge of providing clients with a service that continually delivers significant value and meets their needs. Duties giving continuous accurate and relevant feedback to company Directors and Senior Manager
- Bringing together necessary resources to deliver on client objectives
- Ensuring that the sales database is always up to date and accurate
- Implementing sales and marketing strategies and plans
- Ensuring that proper procedures and practices are in place so that maximum efficiency is achieved

Chief Accountant

December 2003 to March, 2013
Inssan Co.For Trading & Contracting
Riyadh Saudi Arabia

Duties and responsibilities:

- **Preparation of Financial Statements**
 - **Preparation of Payroll**
 - **Preparation of Books of Accounts**
 - **Dealing all bank loans**
 - **Cash control**
 - **Inventory Control**
 - **Supervision of Sales, Purchase and Production**
- Using of SMACC as accounting software**

Chief Accountant

2001 – 2003 (2 years)

Bagrani Brothers Pvt Limited Pakistan

Duties and responsibilities:

- **Preparation of Financial Statements**
 - **Preparation of Payroll**
 - Preparation of **Books of Accounts**
 - **Cash control** • Supervision of Clint's, Purchase
- Using of Dec Easy for Bookkeeping

Chief Accountant

2000 – 2001 (1 year)

Rock sun Glass Industries (Pvt) Ltd Pakistan

Duties and responsibilities:

- **Preparation of Financial Statements**
- **Preparation of Payroll**
- Preparation of **Books of Accounts**
- **Cash control** • Supervision of Clint's, Purchase
- Responsible of imports, Letter of Credit, all banks activities
- Preparation of sales tax return, Input record, output record and refund Claim

Audit Firm trrainee

1996 – 2000 (4 years)

Ghafoor & Co Chartered Accountants

Duties and responsibilities:

- **Audit** -- Audit of several Government, Semi Government, and NGOs, private limited and public limited companies
- **Income Tax** -- Preparation of income tax returns along with computation, payment challans, appeal, assessment and other documents required by the tax authorities during presentation of tax cases of companies, partnership and individual
- **Secretarial & Corporate Affairs** -- Company formation, Preparation of Memorandum and Articles of Association, Directors appointment, Chief Executive Appointment, Creation of mortgage charge, submission of annual returns and Completion of other statutory requirements

COMPUTER SKILLS

- IT literate and proficient in MS Word, Excel
- **Software Packages:** Dec Easy, SMACC, Microsoft Office 2000 (including Microsoft word, Microsoft excel, Microsoft Power point.

Language Proficiency

English, Urdu, Arabic

PERSONAL INFORMATION

Name: Ashfaq Ahmad

Date of Birth: April 06, 1972

Marital status: Married

Address: P. O. Box 330109, Riyadh 11373 Kingdom of Saudi Arabia

Email: ashfaq40@yahoo.com

Nationality: Pakistani

Iqama Status: Transferable