

# Fahad Ahmad

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Email: Fahad.ahmad75@gmail.com  
Visa Status: Employment Visa  
Driving License: 2536153



## OBJECTIVE

Being a qualified Audit and Accounts professional looking for well-respected career in the Corporate Organization; where I can put my professional knowledge and working skills in maintaining Internal Controls, preparation of Financial Reporting and assuring of abiding by set accounting standards in order to safeguard the Company's growth and productivity also to strengthen and enhance my skills.

## EDUCATION

**BSc (Hons) in Applied Accounting** Oxford Brookes University **2016**



**ACCA Affiliate** Association of Chartered Certified Accountants **2015**

**CAT** Certified Accounting Technician **2010**



## PROFESSIONAL EXPERIENCE

### High End Real Estate LLC

Accountant Oct'2020 to Present



- Preparing sale invoices, debtor's collection, billing & reconciliations.
- Presenting and handling daily Revenue and Receivables reporting to management.
- Posting of receipts and payments, Preparing daily bank reconciliation.
- Month end closing, Account Analysis, MIS reporting, Creditors Listing.
- Preparing Cash Flows and Payroll Accounting.
- Calculation and disbursement of Agents Commission on monthly basis.

### Prolab Trading LLC (SVL Group)

Accountant May'2019 to Jun'2020



- Responsible for posting of payments, receipt and invoices in AP/ AR module of SAP.
- Preparing of AP/AR Aging, BRS, forecasted cashflow and Inter Company on weekly basis for management.
- Monthly Sales analysis reports Employee, Item and Customer wise.
- Preparing of Distribution and Cost center reports at month end to analyze the actual vs budget.
- Preparation of payments on time via cheques and Smart Business.
- Record and Review advances schedules and subsequent recording to adjust on time.
- Supervise/ Reconcile and recording petty cash vouchers.
- Posting deliveries in system and follow ups with customers for collection.
- Recording and review of Fixed Assets, capitalization and depreciation.
- Proactively creation of Customer and Supplier profiles in SAP.
- Proactively proceed month end closing, reviewing ledgers and debit notes to/from sister companies.
- Responsible to provide the P&L and Balance sheet data for Financials.

**ENHANCE Logistics** (A Subsidiary of W.J Towel)

**Finance Executive** May'2018 to Apr'2019



- Efficiently managing the processing of invoices/payments in AP module and liaison with suppliers.
- Keeping up to date the Price Structures (Purchase price, Costs and selling price) for all agencies to keep the margins aligned and streamline the business sales.
- Evaluating and recording the actual Costs/OH on product codes, also preparing monthly LCM recon Accrual Vs Actual. Communicating any changes in Costing elements to adjusting on time.
- Preparing advance schedule of suppliers and knocking off the prepayments.
- GL vs Sub GL Recon and performing month end period closing activities.
- Performing and presentation of MRM & Commentary on monthly basis for Business Heads.
- Preparation of Agency wise (Item Wise) stock reconciliation, stock provision and stock days.
- Updating monthly sales breakup.
- Preparing budgeting and maintaining it as per changes required and data given by business heads of different departments.
- Calculation of variances of Actual against Budget, R1, R2 and R3.
- Actively responding to External queries and resolving on priority to continue the operational activities.
- Necessary adjustment through GL module in Oracle.
- Conducting UAT (User Acceptance Test) for New reports in Oracle.

**VEON Global Services Pakistan (PVT) Ltd** (A subsidiary of VEON)

**Analyst Accounts** Nov'2016 to Jan'2018



- Efficiently managing the processing of invoices in AR module (EBS)/BPM as per agreed milestones and liaison with customer.
- Preparation of customers statements and schedules (Advances, Retention money).
- Preparation of Aging analysis and follow ups on overdue/delayed accounts.
- Calculation of Revenue as per stage of completion and month end close process by preparing the journal entries
- Responsible to ensure compliance with and monitoring of SOX & internal controls, provide training/awareness on SOX framework to team. Assisted team lead in development/modification of controls where required.
- AR Vs GL recon, month end period closing activities and preparation of monthly dashboard for management.
- Actively responding to Internal/ External queries and resolving on priority to continue the operational activities.

**Business Communication System (PVT) Ltd** (A subsidiary of JAZZ)

**Officer Corporate Accounting** Feb'2016 to Nov'2016



- Processing and booking of expenses of cell sites nationwide using \$OPEX and process payments through multiple banks.
- Preparation of utility expense and reconciliation of payments with multiple banks (Follow ups).
- Processing of invoices in AP Module (EBS) after scrutinizes & validation checks, continuous follow up of business-critical invoices and payments.
- Communicating and ensuring excellent working interfaces with Regions and solving problems/queries.
- Performing adequate internal controls over accounts payable activities, ensuring all targets and KPIs are met to secure the set goals.

**Brand3Sixty**

**Accounts Executive** Feb'2015 to Dec'2015



- Successfully handled major projects with well reputed construction companies.
- Coordinate with external auditors, responding to their queries and resolving issues to get the company accounts audited within timelines.
- Preparation of Invoices/bills as per agreements (Stage of Completion).

- Maintaining receivables details of client as retention receivables, Unamortized advance and Net receivable as per payment certified by the client.
- Following up for the unbilled receivables with operation team to get that certified as soon as possible.
- Maintaining project wise payable details such as retention payables, Balance advance and Net Payable as per payment certified by the operation team.
- Handles all bank-related matters and monthly bank position.
- Making project and entity level cash flow forecasts and their subsequent monitoring.

## **AHSAN & AHSAN Chartered Accountants**

**Financial Analyst      Aug'2014 to Jan'2015**

- Performed statutory audit of various clients including preparation of Audit Plans, Risk Assessment and Schedules to ensure efficient and effective proceedings.
- Assisting Manager Audit in gathering evidence, information and other documents to check the assertions.
- Performed Stock taking and physical verification of business assets.
- Compilation of audit file and preparation of timely audit working papers for Manager.

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### **PROJECT & TRAINING**

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|---------------------------------|------------------------------------|
| 1.      BPM Project             | 2.      UAT's                      |
| 3.      Fun Works (CS Training) | 4.      Problem Solving (Training) |
| 5.      HQ Migration            |                                    |

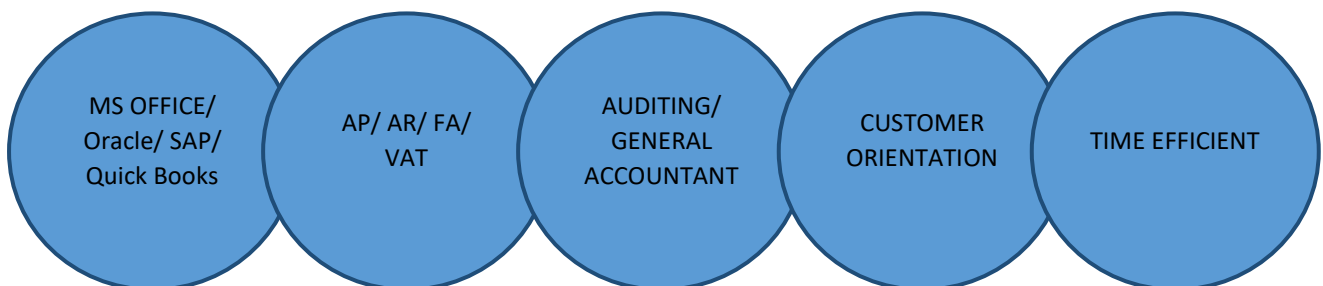
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### **SOFT SKILLS**

- Corporate Communication and negotiation skills.
- Upholding high level of Integrity and Analytical Skills.
- Well-equipped with solution oriented and multitasking.
- Leadership qualities and managerial skills to utilize the available resources efficiently.
- Able to deal with challenges and pressure.
- Assertiveness.

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### **CORE COMPETENCIES**




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### **PERSONAL DETAILS**

LinkedIn:      [www.linkedin.com/in/fahad-ahmad-7688b277](http://www.linkedin.com/in/fahad-ahmad-7688b277)  
Nationality:      Pakistani  
D.O.B:            26-Jun-1992  
Language:        English, Urdu