



# MAGHFOOR AHMAD

## Accountant

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J.V.C, DUBAI



### Objective

To implement and develop further my knowledge and skills of corporate Reporting and Finance, leading to increasingly responsible position in Accounting & Finance function.

### Brief professional Outlook

I have experience of 7 years in Accounts and internal Audit with an Educational Firm as well as in Garments Industry. In my professional tenure I was reporting to Finance Manager and CEO, preparing and presenting financial statements, assisting in finance matters, controlling costs, risk management and cash flows.

#### **REHAMAT ULLAH RAJ GARMENTS LLC (Non Contractual) July-19 to Present:**

My services include;

- Bookkeeping, accounts receivables, accounts payables, reconciliation and cash flows
- VAT Registration, vat filling, refund, (Group Registration), System upgrade to account for VAT, Bookkeeping, accounts receivables, account payables and Bank account reconciliations
- Preparing monthly management reports including financial statements & analysis, budgets comparisons with comparatives to present a clear business picture.
- Cash flow Forecasting using professional judgement to assist in Financial planning; It saved 100% Fines and Overdue payments due to early identification of liabilities
- To setup new and update existing Recipes in system to ensure variances are reliable
- Performing checks; tracking prepayments, recording accruals and reconciling balances
- Staff payroll using WPS system, End of service & other calculations
- Preparing business case and feasibility studies to assist owners in different strategies
- Risk management and reporting, preparing case for insured to be presented to insurers and follow-up
- Preparation of documents for shareholders as required by Corporate bank, preparing payments
- Coordinating with External Auditors, closure of books and Documentation
- To make sure that effective controls are in place such that cycle of spending, ordering, receiving inventory, POS sale and Bank/cash receipts is transparent and infallible
- Communication with new suppliers to set up good credit terms and continuous negotiation

#### **Nazarat Taleem (Education Department) PVT LTD, June-16 to Mar-19:**

- To maintain Accounts using Oracle for payroll preparation, improving accounting procedures.
- Preparing monthly management reports including financial statements & analysis, budgets.
- As part of internal audit role, re-engineered Standard Operating Procedures therefore put a major contribution towards transparency of Financial Reporting system.
- To deal with disputes, Chargebacks and refunds to maximize revenue with Customer Satisfaction



## Cheema Medical Store (Pharmacy) Pvt LTD, Pakistan, Jun-2012 to May 2016

**Cheema Medical Store** is leading pharmacy in our city, which has 3 branches in Punjab.

My Duties and achievements at here as **Accountant cum Cashier** include;

- Depositing sales and Cheques in the bank regularly and maintain good relationship with customers and Received payment by cash, cheques, credit card, managing it.
- Payment of bills and recording and accounting for receipts and maintenance of records of all transactions on excel spreadsheets. Daily reconciliation of cash and receipt boxes and recording this on excel spreadsheet.
- Responsible for any basic data accounting entries in the system, prepare cheques, cash, receipts and payment voucher ,
- Reconciling report of transaction on a daily weekly and monthly basis, filling vouchers and record accounts transaction precisely coordinate with sales team regarding the purchase orders,
- Professional and firm in the payment terms and follow and credit control from the customers managing all the cash credit cards collection from customers,.
- Facilitates the manager to deal with customer external parties, prepared accurate report that will e immediately available when needed , knowledgeable in ERP system,

### IT and Professional Skills

□ Web based transactions involving Domain Hosting Renewals Add Revenues, Tally Erp9, Oracle, Microsoft Office (Outlook Express, Word, Excel, Power Point) □ Good in negotiations with online Marketplace participants □ Feasibility study and business case development for potential projects □ Professional Report and Memo writing □ SWOT and other Financial analysis techniques □ Analytics and professional judgment □ Risk Management □ Problem Solving through work back and reconciling approach

### Technical and Professional Educational

➤ <b>Bachelor in Commerce</b>	2010	Punjab of University, Pakistan
➤ <b>Diploma In Commerce</b>	2006	T.E.V.T.A , Lahore, Pakistan
➤ <b>Matric (SCI)</b>	2004	B.S.I.E Faisalabad

### Personal Information

- [Maghfoor.cheema](https://www.maghfoor.cheema.com)
- D.O.B: October-1988
- Nationality: Pakistan
- Language: English, Hindi, Urdu, Punjabi
- Residence: Dubai (Employment Visa)