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PROFESSIONAL EXPERIENCE:

ORGANIZATION: M/s. R.J and Sons Company Ltd (Wholesaler, Trading Business of Confectionary / Supermarket Items) Dar Es Salaam Tanzania

DESIGNATION: Accounts Manager (**Remote**)

Period: May 2021 to Date

JOB RESPONSIBILITIES:

- Correspondence with the exporters regarding managing the Orders/Containers and fulfil entire documents requirement till Container grounding
- Look after all Imports financial dealings with the exporters and make payments as per dues via Bank TT
- Correspondence with the Clearing Agent to accomplished Port requirement and arrange funds to release the container
- Manage stock of warehouses in order to make latest orders after availability of goods
- Make Statuary Payments for the following via generating Control Number
 - Submit monthly VAT Returns after finalizing EFD Inputs & Outputs
 - Submit NSSF, WCF, SDL, PAYEE upon Payroll
 - Quarterly Submission of City Service Levy 0.3% on Exc-value of total sale
 - 10% withholding Tax on Rental Property
 - Quarterly Submission of Corporate/Provision Tax as per assumption
- Manage entire accounts functions using Tally ERP 9 software
 - Import/Overseas Purchased Costing and Recording
 - Adjustment of Forex Gain/(Loss)
 - Cash Counter Sale
 - Credit Sale (As Per Decided Terms)
 - Local Purchases
 - Expenditures
 - Payments via Cheque or Cash
 - Maintain record of Z-Reports Input & Output
 - VAT Inputs & Outputs
 - Stock (Inward/Outward, Internal Transfer & Closing Stock)
 - A/c Receivables and Payables with ageing
 - Bank Reconciliation (NMB, Exim Bank)
 - Finalize entire accounts at the end of month (Trial Balance, COGS, Profit & Loss, Balance Sheet, Expense Report, Etc.)
 - Assist to the Directors in different sort of Works

ORGANIZATION: Yaseen (Pvt.) Limited (Karachi Pakistan) Manufacturer/Fabricator of Superstructure of Special Vehicles & Trading Oct 2014 to Feb 2021.

DESIGNATION: Finance Manager

JOB RESPONSIBILITIES:

Management

- Oversee the operations of the finance department, including the design of an organizational structure adequate for achieving the department's goals and objectives
- Maintain a documented system of accounting policies and procedures
- Manage outsourced functions

Funds Management

- Forecast cash flow positions, related borrowing needs, and available funds for investment
- Ensure that sufficient funds are available to meet ongoing operational and capital investment requirements

- Use hedging to mitigate financial risks related to the interest rates on the company's borrowings, as well as on its foreign exchange position
- Maintain banking relationships
- Assist in determining the company's proper capital structure
- Arrange for equity and debt financing
- Arrange Invest funds
- Recommend appropriate dividend issuances, based on historical dividend patterns and expected cash flows

Budgeting

- Manage the preparation of the company's budget
- Report to MD on variances from the established budget, and the reasons for those variances
- Assist to MD in the formulation of its overall strategic direction

Financial Analysis

- Engage in ongoing cost reduction analyses in all areas of the company
- Review the performance of competitors and report on key issues to Senior Management
- Engage in benchmarking studies to establish areas of potential operational improvement
- Interpret the company's financial results to management and recommend improvement activities
- Review company bottlenecks and recommend changes to improve the overall level of company throughput
- Participate in target costing activities to create products that meeting predetermined price goals
- Assist in the determination of product pricing in relation to features offered and competitor pricing
- Compile key business metrics and report on them to management
- Manage the capital budgeting process, based on constraint analysis and discounted cash flow analysis
- Create additional analyses and reports as requested by management

Imports & Exports

- Look after all Imports and Exports financial dealings
- Continuously in connection with agents like DHL, etc. for all custom clearance procedures
- Prepare analyses and reports on Imports

ORGANIZATION: TOWELLERS LIMITED (KARACHI PAKISTAN) Textile Industry Dec 2009 to Aug -2014.

DESIGNATION: Senior Account Payable & Receivable Officer

JOB RESPONSIBILITIES:

- Collect GST/NGST invoices from vendors and maintain purchase register with ageing and make a DBF for recording in software after bifurcation of expenses
- Make invoices and send to Store department for enclosing/verifying relevant document (GRN/PO/Delivery Challan etc)
- Collect export invoices data from export department and make a DBF for recording in GL
- Communicate with vendors and customers for financial settlement of payments & recovery
- Maintain computerized accounting record of all office expenses like Petty Cash/Salaries/Remuneration/Utilities etc.
- Make payments and payment vouchers for Suppliers/Salaries/Utilities/Others via Cheque, Pay order, LC, DD, PDC after the approval of CFO
- Collect ageing wise payments from customers and make it deposit in the bank and keep proper records
- Prepare Bank Reconciliation and make necessary adjustments
- Assist to Chief Accountant in preparation of Financial Statement
- Propose repayment plan for forecasting of Banks liabilities
- Maintain Cash inflow/out flow statement (Source and Application)
- Look after payroll systems

- Recording of Daily Accounting Transaction
- Maintaining & Supervising Companies accounts
- Dealing with different banks on all financial activities
- Preparing Accounting & Financial Statements
- Dealing with vendors and issuing P.O's.
- Maintain daily Cash Balance from the Bank and Petty Cash, keep record of all transactions
- Make daily Cash Flow Statement and report to the CFO.
- Make Purchase Order and Issue to the vendor against quotation
- Make Delivery Challan/Order and Invoices to the customers
- Keep entire records relates from buying and selling
- Make checks against goods deliveries according to ageing/payments terms
- Follow up of account receivables according to payment terms and get the checks collected from the customers
- Communicate with suppliers and customers regarding goods delivery or account receivables
- Fill Import L/C's form according to the Performa invoices and get it opened from the and follow up all the circumstances relates from LC
- Communicate with banks regarding checks clearance and LC opening and dollar conversion rates Etc.
- Record account payable and receivables books
- Posting daily transaction via voucher system
- Maintain Bank reconciliation and make necessary Dr/Cr vouchers
- Follow up and issuance of checks according to the project completed
- Finalized all accounts at the end of month (Trial Balance, Profit & Loss, Balance Sheet, Expense Report, and Collection against different Projects Etc.)
- Assist to the Director in different sort of Works

ORGANIZATION: SIDDIQUE SONS (PVT) LIMITED (KARACHI PAKISTAN) Textile Industry Sept 2006 to Nov-2009

DESIGNATION: ACCOUNTANT

JOB RESPONSIBILITIES:

- Arrange / structure financing from Commercial Banks for the Company which include Running Finance, Morabaha, Musharika, Ijarah etc via Islamic Banking.
- Financial planning and reporting to Director, looking after Cash Flows of the Company.
- Make Payment Yarn, Fabric, Dyes Chemical and General Items Suppliers and entire office expense through Cash, Pay Order, Demand Draft PDC Cheque and L/C by using Morabaha facility of Islamic Banking and conventional Running Finance.
- Preparation of Morhabaha Documents/Declaration.
- Collection of Invoices from Suppliers and Posting in **Sidhat Hyder (ERP)**.
- Maintain Suppliers and Customers Ledgers.
- Prepare Bank Reconciliation and make all debit and credit vouchers.
- Preparation of Payroll for their entire Department of Company.
- Submission online Sales Tax, Withholding, Employee Tax (Section 149 and 153) Returns on Monthly basis.
- Preparation of Billing for Company's Customers.
- Monthly Sales Reconciliation.
- Booking of Import and Export transaction by Bill of Entry GD/LC and their reconciliation etc.
- Maintain Stock record and Audit to external Auditors and Bankers.
- Assisting Finance Manager in preparation of Final Accounts and Audit

QUALIFICATION:

- Bachelor of Commerce from Karachi University Pakistan
- Intermediate from Board of Intermediate Karachi Pakistan
- Matriculation from Board of Matric Karachi Pakistan

ACCOUNTING SOFTWARE

- Sage Peachtree Quantum 2011
- Tally ERP 9
- Sidhat Hyder

GRAPHIC SOFTWARE

- Adobe Photo Shop
- Ms Office (Advance)

HARDWARE & SOFTWARE INSTALLATION

- Complete Installation of Operating System (Windows XP, 2007, Vista etc)
- Trouble Shooting, PC Assembling and all mobile APPS

LANGUAGES

English	: Intermediate
Urdu	: Advance
Gujrati	: Intermediate
Katchi	: Intermediate
Memoni	: Advance
Hindi	: Advance
Swahili	: Beginner

PERSONAL DATA

Date of Birth	2 nd Oct, 1984
Marital Status	Married
Nationality	Pakistani

REFERENCE

AVAILABLE ON REQUEST