**GUFTAR ALAM ACCA**

**Accounts and Finance Professional**

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| **E-mail** | [guftaralam1992@gmail.com](mailto:guftaralam1992@gmail.com) | **Date of Birth** | July 20, 1992 |
| **Contact** | **+971-545041973** | **Nationality** | Pakistan |
| **Visa Status** | **Visit Visa (Valid till 20th Apr 2018)** | **Address** | Deira, Dubai |
|  |  | **Language** | English, Urdu |

**CAREER OBJECTIVE**

I am looking for a **mid-career level** job and seeking a long term opportunity to progress in an organization where innovation and diversity are fundamentals and where my professional experience, education, **self-motivation** and capabilities would **add value** to the growth of my employer and myself.

**PROFESSIONAL AND ACADEMIC QUALIFICATION**

* **ACCA-(completed) Association of Chartered Certified Accountants (UK)**
* **Advance Diploma in Accounting and Business – ACCA**
* **BSc - Applied Accounting and Finance** - **Oxford Brookes University London (UK)**

**KEY SKILLS**

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| * **Financial Statements** | * **Sales-A/R** | * **Purchases-A/P** |
| * **Production** | * **Inventory** | * **Administration** |
| * **SAP ERP Software’s** |

**PROFESSIONAL PROFILE**

I am Associate Chartered Certified Accountant **(ACCA-UK)**and graduated in **BSc (Hons) Applied Accounting and Finance** from **(OBU-UK)** having two**(2) years of work experience** in Multinational companies.

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| SAP Financials [SAP-Fi] Functional Consultant | ASIPT Systems, Lahore, PK | IT Training & Solutions | 3 months |
| SAP Business One | ASIPT Systems, Lahore, PK | IT Training & Solutions | 3 months |
| Accountant | New Khan Builders Government contractor | Construction | 1.5 years |
| Internal Auditor | Ale Imran & Co Charted Accountants | Manufacturing | 3 Months |

**DETAIL OF WORK EXPERIENCE** (Accounts / Finance / Audit/ IT)

**ASIPT Systems, PK**

**Functional Team Member (Aug-2017 to Nov-2017)**

ASIPT is an IT Training & Solutions Provider that provides ERP Software’s Implementation to more than 40 companies in Pakistan. I worked with the implementation team during **ERP SAP Financial** and **SAP Business One** Implementation for three months.

Responsibilities:

* Preparing Sales to receipt function ( Monitoring Discount terms and Credit Control limits)
* Preparing Purchases to payables function ( Considering early Payments and discounts limits)
* Maintenance and issuance of Inventory as per company policies
* Maintenance and Issuance of raw materials to production
* Posting of petty cash expenses in ERP in their proper Accounts heads
* I also worked with the implementation team on configuration of company such as creating and editing Chart of accounts.

**New Khan Builders (NKB), PK**

**Assistant Accountant (Feb-2016 to June-2017)**

New Khan Builders is the government contractor construction company of Khyber Pakhtunkhwa Government Pakistan.

I worked as an Assistant Accountant with New Khan Builders government contractor for One Year and five months on the following areas using **Advance Excel** and **Quick book**.

Responsibilities:

* Preparation of Daily Closing and reporting to senior management.
* Preparation of monthly closing and reporting to senior management.
* Maintaining of Bank ledgers and their reconciliation with the bank statement
* Preparation and Maintenance of Vendor’s ledgers and their payment function
* Preparation and maintenance of Customer’s ledgers and their receipt functions
* Preparation of Employee payroll
* Cash management and posting of Petty Expenses to proper accounts heads.

**Ale Imran & Co**

**Charted Accountants**

**Internal Audit Team Member (Sep-2015 to Dec-2015)**

Ale Imran & Co Charted Accountants is a professional services network which provide assurance, tax and advisory services.

I worked as an internal audit team member in **PEPSICOLA INTERNATIONAL- FRITO-LAYS** on behalf of **Ale Imran & Co Charted Accountants**.

Responsibilities:

* I worked as an operational auditor in a multi-national company
* I worked with the team evaluating the activities of organization of supply chain management
* Ensuring the execution of company policies regarding finished goods from point of production to dispatch
* Ensuring the effectiveness and efficiency of finished goods dispatch system and reporting to senior management

**IT Proficiency**

* Training Certification of **MS Office, Quick Book, Peach tree and Tally** from ORKANS INTERNATIONAL EDUCATION SYSTEM.
* Training certification of **ERP Soft wares SAP Business One and SAP Financials** from ASIPT IT TRAINING & SOLTIONS.
* Professionally used **Quick Book** and have working knowledge of **Tally ERP 9.**
* Attended the trainings for **Advance Excel** and Proficiently used MS Word and MS Power Point for Monthly Presentation

**Employability Skills**

* Solid accounting background and skills
* Knowledge of computerized accounting system – especially SAP
* Knowledge of International Accounting Standards / IFRS / IAS
* Good computer skills
* Good communication
* Attention to details
* Good human relation skills
* Team player
* Ability to meet tight deadlines