

AHMAD SAEED

Faisalabad, Pakistan

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Professional Summary

Chartered Accountant (CA-Finalist) professional with number of years' experience in planning, organizing, directing, controlling and evaluating the operation of financial and accounting department. Engaged in and coordinated preparation of financial statements, analysis thereof and other financial management reports. Involved in development and implementation of financial policies and ERP systems within organization. Furthermore, established performance standards and prepared various financial reports for review of senior management.

Professional Qualification

Institute of Chartered Accounts of Pakistan (CA-Finalist)	2017
Intermediate (B.I.S.E FSD)	2011
Matriculation (B.I.S.E FSD)	2009

Work Experience

Assistant General Manager Accounts and Finance

From 01-Jun-22 to Date

Diamond Exports Industries (Pvt.) Ltd. (Processing/Weaving/Made-ups/Wadding/DTY)

As Manager Accounts and Finance I am engaged in following tasks:

- Preparing and reporting monthly, quarterly and annual management accounts.
- Overall supervision of the company's day to day functioning of the Accounts including MIS, Costing, Corporate affairs, in compliance with relevant standards and laws;
- Ensure execution of smooth period end closing activities through validation and completeness of all financial transactions
- Acting as Manager in implementation of integrated ERP software – Oracle.
- Calculating Per meter cost for weaving and processing section on daily, monthly and annual basis.
- Involved in formulation of various systems, policies, procedures, commensurate with the need of the company,
- Interface with the internal and external auditors as a focal point for efficient management of the Statutory, Tax & Internal Audits as a part of Corporate Governance
- Liaison with consulting firm for managing monthly, quarterly & annually returns/statements of sales tax and income tax of company and owners.
- Recruit, organize, train and manage staff.
- Any other tasks assigned by Chief Executive Officer and Group Chief Financial Officer.

Manager Accounts and Finance**From 15-Feb-21 to 31-May-22 (1.25Years)****Aspire Progressive Learning (Pvt.) Ltd (Associate of Hassan Limited).**

As Manager Accounts and Finance I am engaged in following tasks:

- Preparing and reporting monthly, quarterly and annual management accounts.
- Preparing and presenting segment wise Budgets.
- Liaison with Group Head CFO and Project Directors.
- Managing fund position and cash flows management to ensure sufficient funds are available
- Identify Surplus funds and plan its utilization efficiently
- Coordinating with Auditors, Suppliers, Debtors and Bankers
- Ensuring that Bank and Intercompany reconciliations, checklist and different workings are prepared timely.
- Making the controls a permanent part of the operations and assist in implementation.
- Monitor reports and processes in order to determine if people are following the policies and procedures established within the organization.
- Undertaking different technical and development trainings for staff at different level
- Planning and preparing cost analysis of different projects and taking steps for reducing cost Efficient
- Taking regular follow ups for payment and receipts of different parties
- Ensuring accuracy and maintenance of proper books of accounts
- I also worked on different construction projects.
- Any other tasks assigned by Chief Executive Officer and Group Chief Financial Officer.

Audit Supervisor**From 15-Aug-17 to 14-Feb-21 (3.5 Years)****RSM Avas Hyder Liaquat Nauman, Chartered Accountants,****A member Firm of *RSM International*****Risk Advisory Services (Semi Senior)****Business Auditing Services (Audit Trainee to Audit Supervisor)****Risk Advisory Services (Internal Audit – Almost spend 20% of total time)**

In Risk Advisory Department I have achieved and performed the following tasks:

- Completed the full audit cycles involving different processes i.e. HR & Payroll, Financial Reporting, Budgeting, Information Technology, Entity Level Control, Stores & Inventory and Revenue etc.
- Reviewing compliance of legal and financial reporting framework.
- Identifying audit findings and control weaknesses.
- Identifying implications of observations and recommending management preventive and detective controls.
- Obtaining, analyzing and evaluating accounting documentation, reports and data.
- Detailed documentation of processes and activities and identifying risks and control weaknesses.
- Suggesting management recommendations for process improvements.
- Designing internal controls regarding procurement, issuance and storage of inventory.
- Follow up of corrective actions taken by management and supporting management in implementation of controls identified by us.
- Performing stock audits to ensure the quantity and quality of stocks involving stock with third

parties

- Analyzing the documentation of processes.
- Designing and checking compliances of different policies.
- Identifying the design gaps and compliance gaps and recommending the corrective actions accordingly.
- Performing walkthroughs of different activities and identifying compliance gaps and any process Improvement suggestion.
- Discussing with Audit Committee reports of different processes containing observations, implications and recommendations.

Business Auditing Services (Almost spend 80% of total time)

In Business Auditing Department I have performed the following tasks:

- Assessment of control risk.
- Reviewing compliance of legal and financial reporting framework.
- Identifying audit findings and control weaknesses.
- Preparation and review of audit documentation in accordance with RSM Audit Manual.
- Auditing financial statements and verifying that financial statements are prepared in accordance with IFRS and local laws where applicable.
- Conducting audits of the RSM clients in accordance with the International Auditing Standards and review and finalization of Periodical Financial Statements (P& L Statements, Balance Sheet, & Cash Flows).
- Conducting stock audits, System flow audits etc.

List of Major Clients Worked On

Textile / Manufacturing Sector <ul style="list-style-type: none">• Zahidjee Textile Mills Limited (Listed)• Chenab Limited (Listed)• Ashfaq Textile Mills Limited (Listed)• Be Be Jan Pakistan Limited• Bismillah Textiles Limited• Sitara Textile Industries Limited• Best Fibres (Private) Limited• Best Exports (Private) Limited• H.A. Haq Spinning Mills (Private) Limited• Kamal Textile Mills (Private) Limited• Kay & EMMS (Private) Limited• Abdullah Fibres (Private) Limited• Al-barka Fabrics (Private) Limited• Latif international (Private) Limited• Rang Rsiya (Private) Limited• Magna Textile Industries (Private) Limited• Ittehad Fabrics (Private) Limited Energy Sector <ul style="list-style-type: none">• Sitara Energy Limited (Listed)• Bismillah Energy (Private) Limited	Non-Profit Organizations <ul style="list-style-type: none">• Bashir Naziran Trust Real Estate Sector <ul style="list-style-type: none">• Sitara Builders (Private) Limited• Sitara Hamza (Private) Limited• Sitara International (Private) Limited• Zahidjee Towers (Private) Limited• Estate One (Private) Limited Agricultural Sector <ul style="list-style-type: none">• Chenone Stores Limited• BNP (Private) Limited• Aspire Progressive Learning (Private)Limited• AJ Match (Private) Limited• Bismillah Trading Corporation (Private)Limited• Affan Impex (Private) Limited• Samrin (Private) Limited• A.A.A. Developers• B-Fit Fitness Studio
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Skills Profile

Communication & Leadership:

- Excellent Skills in Microsoft Excel, Word and Power Point.
- Experience of working on Oracle(ERP)/Quick Books.
- Financial and business analysis reporting
- Communication and interpersonal skills
- Analytical skills
- Successfully completed Presentation and Communication Skills Course (PCSC-I).
- Successfully completed Presentation and Communication Skills Course (PCSC-II).
- Excellent verbal and written communication skills i.e. meetings with higher level of management and board presentations.

Personal Profile

- Father's Name : Shahadat Ali
- Nationality : Pakistani
- Religion : Muslim
- Passport / CNIC # : 33104-4386961-1
- Date of Birth : 05-March-1992
- Languages Known : English, Urdu and Punjabi

Co-curricular Activities

- Playing Computer Games.
- Sports especially playing cricket, badminton and snooker.
- Social Media