

Adnan Yousaf

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Nationality: Pakistani

Date of Birth: 15 Aug, 1993

Address: House# No-C 93, C Block, Ashiana
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Objective

Self-motivated a competent and independent worker. Excellent communication skills utilized in resolving customer queries. Secure a challenging position in field of Information/ Financial Systems, where excellent analytical and technical skills can be utilized to improve company's Profitability.

Academic Qualification

Army Public College of Management and Sciences Affiliated with UET (2014 - 2016)
Master's In Commerce (M.com)

Allama Iqbal Open University Islamabad (2012-2014)
Bachelors in Commerce (B.com)

Rawalpindi College of Commerce Rawalpindi (2009-2011)
Intermediate in Commerce (I.com)

Fauji Foundation Model School (2007-2009)
Matriculation

Professional Certifications

Accounting for professionals (07/2015 – 09/2015)
Army Public College of Management and Sciences

Diploma in "Accounting and Business" (01/2013 – 07/2013)
Association of Chartered Certified Accountant (ACCA)

Professional experience

Organization: Sharif Group (SMPL Unit)

Duration: Aug-2022 to Date

Position: Executive (ERP)

Software: Oracle E-Business Suite R12

Job Responsibilities:

- Working as System Administrator. Defining new responsibilities, Menus, Functions, Security Rules and accounts for relevant Profile options to ensure proper segregation of duties with effective control environment.
- Working on Global HRMS for defining hierarchy's, position, person for Purchase requisition and purchase orders
- Provide support and solutions regarding Supply Chain and Financial modules like oracle pricing, Inventory, AP, AR, GL module.
- Implementation of Inventory and Purchasing module.
- Creation of new SOPs and ensuring their proper implementation as required by the management.
- Periodic testing of customized forms and reports to ensure their affective working.
- Item creation at all levels e.g. inventory item codes, supplier creation and Customer creation. Bank, branch & bank account creation in Cash management.
- Co. ordinate with technical team regarding preparing testing and finalizing customized reports of inventory OM, ODM, AP, AR, Inventory and Purchasing modules.
- Open and close monthly Periods after taking into account all pending transactions and get them resolve from concerned users.
- Looking overall Support function of Oracle E-Business suite solutions pertaining to all implemented modules.
- Converting and uploading Data in the Oracle System.
- WHT & Tax Classification codes creation Making Quality Plans for meeting the complex reporting requirements.
- Providing functional and business process experience while participating on Oracle implementation projects.
- Conducting meetings with higher management and respond positively against their requirements.
- Periodic end User Training / Refresher due to New Development / New Hires.

**Organization: US Apparel Group
(Stylers International Unit)**

Duration: Apr -2021 to Aug-2022

Position: Officer ERP (Functional)

Oracle EBS R12

Job Responsibilities:

- Item creation at all levels e.g. inventory item codes, supplier creation and Customer creation. Bank, branch & bank account creation in Cash management
 - Provide support regarding Inventory, AP, AR, LCM and ODM module and customized forms.
 - Defining New users in the system against new Hires.
 - Creation of new SOPs and ensuring their proper implementation as required by the management.
 - Implemented Oracle LCM Module in House to cater proper inclusion of Landed Costs' impact in Material Average Costs. Also defined mechanism to take Imports Shipments' Live Tracking from Oracle system
 - Open and close monthly Periods after taking into account all pending transactions and get them resolve from concerned users.
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 - Defining and maintaining Approval Hierarchies of PRs, POs and AP.
 - Conducting meetings with higher management and respond positively against their requirements.
 - Periodic end User Training / Refresher due to New Development / New Hires.
 - Sound knowledge of various operating systems.
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Organization: Al Falah Associates Rawalpindi

Duration: 2018 to 2020

Position: Admin and Accounts
Officer

Job Responsibilities:

- Data Entry of all clients details and bookkeeping
- Coordinate with clients via Call or email regarding business details
- Manage banking related matters.
- Handling and supervise supporting staff regarding admin related matters.

Organization: Fincom College Rawalpindi

Duration: May-2015 to April
2016

Position: Assistant Administrator
and Accountant

Job Responsibilities:

- Maintain students records and handle fees matters
- Dealing with admission process
- Conduct meetings
- Handle Admin related matters

Professional Skills

- Excellent counseling as well as inter-departmental SOP Creation Skills.
- Ability to work under pressure and managing tasks under agreed time limits.
- Effective execution of Projects within agreed time lines.
- Ability to make timely decisions where required.
- Ability to maintain positive professional relationships with other departments of organization.

Technical Skills:

- Oracle ERP e-business suite r12
- Oracle Reports Builder
- Microsoft Office
- Data Loader

References

Will be furnished upon Request
