

# AHSAN AHMED KHAN

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H # 95, ST # 2, MIRAJ PARK, ICHARA, LAHORE

## OBJECTIVE

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Seeking a challenging & and rewarding position in an organization, that could utilize my capabilities for the best interest of the organization and groom my career.

## SKILLS & ABILITIES

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Expertise in Leadership and Team Management, Budgeting and Forecasting, Financial Reporting, Tax Planning and Compliance, Financial Analysis Financial Modeling, Technology Proficiency,

## EXPERIENCE

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Sep 21 - to Dec 23

### **Al-Qadir University Project Trust, Sohawa, Jhelum** **Finance Manager**

- Maintain financial records, preparing management accounts, budgets, bank reconciliation, payroll, maintaining accounts payable/receivable etc.
- Filling WHT, Sale tax, Income tax return, and working tax assessment notice, and reply on the tax notice.
- Preparing budgets and financial reports.

Oct 20 - Aug 21

### **Macman Pharmaceuticals (Pvt) Ltd, Lahore** **Finance Manager**

- Preparing management accounts, tax, bank reconciliation, and Payroll.
- Filling income tax & sale tax returns.
- Procurement & imports of material.
- Maintaining accounts payable/receivable according to company policy.

Mar18 - Sep 20

### **Aulton Pharmaceuticals & Nutraceuticals, Islamabad** **Finance Manager**

- Preparing management accounts, bank reconciliation, and payroll.
- Filling WHT, Sale tax, Income tax return, and dealing with tax-related matters.
- Maintain fiscal files and records to document transactions.
- Procurement of Raw material (Active & Excipient)
- Import of raw materials from various countries and local sources and prepare documentation for customer clearance.
- Clearance with legal authorities (Drap & custom house)
- Dealing and maintaining accounts payable/receivable according to company policy.
- Perform monthly physical stock taking and reporting to CFO.

Jul 16 – Feb 18

### **Zaheer Associates, Islamabad** **Audit Manager**

- Perform duties as a retail auditor to verify accuracy in accounting and inventory records
- Carry out accounts and systems retail auditing and figure out discrepancies.
- Writing and presenting reports regarding sales and books of accounts.
- Forecasting, ordering inventory on seasonal sale promotion and retail requirement
- Developing and implementing internal control and standard operating producers for the inventory and sales.

**13 – Jun 16**

**Kari Traders (Pvt) Ltd, Islamabad**  
**Audit Manager**

- Develop and implement internal auditing policies, procedures, and programs.
- Investigate and determine causes of irregularities and errors.
- Perform duties as an auditor and verify accuracy in accounting and inventory records.
- Carry out accounts and systems retail auditing and figure out discrepancies and inefficiencies.
- Writing and presenting reports regarding inventory and accounts.

**EDUCATION**

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**MBA (Finance)**

Federal Urdu University Science and Arts Technology Islamabad.

**MA (Accounting & Finance)**

Gomal University Dera Ismail Khan.

**BBA**

AIOU Islamabad.

**HSSC**

B.I.S.E, Mardan.

**SSC**

B.I.S.E, Mardan.

**CERTIFICATION**

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ACCA - (Continue)

**SKILL'S**

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- SAP, Quick Book, Peach Tree, Tally, Advance Excel, Power BI.
- MS Office (PowerPoint, Word, Excel, Access), Internet Explorer.
- Hardwiring, Software, Adobe Photoshop.

**LEADERSHIP & COMMUNICATION**

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Ability to manage multiple projects simultaneously and meet tight deadlines, while maintaining the highest standards of quality. Strong written and verbal communication skills, including the ability to provide constructive feedback and collaborate effectively with writers, editors, and other stakeholders.

**LANGUAGES**

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- English
- Urdu

**PERSONAL INFORMATION**

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Name	:	Ahsan Ahmed Khan
Father's Name	:	Qamer Ahmed Khan
Date of Birth	:	17 July 1988
Nationality	:	Pakistani
Marital status	:	Unmarried
Gender	:	Male
CNIC	:	17201-5592065-3

**REFERENCE**

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Will provide on-demand