IFTIKHAR AHMAD

Postal Address:

House # 2250/1, Street No 4 Rawalpindi Email: i.ahmad1315@gmail.com Contact # 0303-7474748

Professional Summary

To become a part of such organization where I can utilize and improve my technical and managerial skills through accomplishment of organizational goals.

Experience

Currently Working as Accounts Officer (Moiz Foods Accounts) in Almoiz Group of Industries.

Use Latest ERP Software: (Microsoft Dynamics AX 2012

Job Responsibilities

Maintain the Accounting and Financial Transaction related Accounts & Finance.

- Maintain Stock Position Reports of different inventories of Moiz Foods Products i.e Premium Sugar, Gurr 240, 360
 Gram & Gurr Chana 30 & 62 Gram Shakkar 100, 200 & 500 Gram & Beeta 250 & 500 Gram
- Maintain Sugar Reports 50 KG.
- Prepare Daily Closing Report of Sugar & Moiz Foods and Submitted to AGM Accounts for Internal Reporting Purpose.
- Prepare Short/ Excess report to analyze 50 KG's bags transfer to Moiz Foods Repacking section.
- Reconcile of Moiz Foods Return and Reconcile as per own record.
- Check Party Wise Pick & Pack daily reports with the Excel reports.
- Working on ERP Gurr Report to Reconcile Transfer KG's of Wrapped and Un-Wrapped to Various Gurr Product i.e Gur 240,360 & 510 Gram
- Reconcile PP Bags Issuance with the daily MF Repacking.
- Daily Prepare Moiz Foods Store Position Report (Consumed & Transfer Quantity).
- Prepare Prior Approval of Site Expenses Which Categorize (General Expenses, Fright & Advance Expenses) of the Food Industry and submitted to AGM Accounts for Approval.
- Make Comparison of Prior Approval of Site Expenses.
- Prepare Daily DO Permitted Balance report to check the on hand Balance of DO.
- Prepare Material Consumption Reconciliation Report to forecast the Next Month Production of Moiz Food Products.
- Update All Purchase Order PO in Budget Module.
- Prepare report in respect of daily production and dispatched of taxable supplies for FBR Purposes.
- Reconcile Daily Production of Sugar & Moiz Foods with the Daily Management Report (DMR).
- Preparation of Loading Advice Sugar, Moiz Foods products
- Maintain Parties ledger as per Delivery Orders
- Maintain the D.O Records as per loading Advice.
- Maintain Sugar Beet Pulp Report
- Update & Post Internal Purchase Requisition (IPR) on ERP System
- Prepare the Cash & Bank Payment/Receipt & Journal Voucher Validate & post on Regular basis.
- Prepare the **Cash Payment Voucher** CPV , Create **Provisions** of the Contractor Bill and Make Adjustment of the Advances of Employee i.e. Employee advance against expense & Against Salary
- Checking of Employees Advances in their respective ledger accounts from Dimension Statement
- Monitor Accounts to ensure payments are up to date
- Checking of Salaries & Wages ,Over Time , CPL ,Final Dues ,Gratuity , Social Security & EOBI Contribution of Mills Employee
- Preparation of Salary Payment & Journal Vouchers
- Preparation of Vouchers as per Accrual Basis Accounting, Debit/Credit Notes
- Pledging the Sugar Bags & Coordination with the Mucadam Co. Checking the Sugar Stacks in Sugar Godown. De-*Pledging* according to the Dispatches and update information to the HOD and Head Office.
- Assist with other project of ALMOIZ as needed.
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State life insurance Corporation of Pakistan (Area Office) D I Khan Position: Accountant (Feb 2015-April 2017)

Job Responsibilities

- Maintain all Policy-holders record on daily basis
- Prepare form for new policy
- Prepare Documents for Loan purpose
- Prepare documents for Maturity Claim when policy has expired
- Prepare documents for surrender policy
- Maintain Petty cash fund for day to day expenses of the business
- Prepare documents for new sales representatives
- Maintain all field force record related to agency section of the Zone Office Peshawar
- Clear of field force cheque in their respective accounts
- Solve all field force & Policyholders problem related to banks
- Supervise new sales representatives to complete their targets well in time Attend Compulsory Meeting with the Boss (Area Manager)

SAP ERP TRAINING

SAP FICO S4Hana N.W 7.5 DB HANA DB

Functional Area

- General Ledger
- Credit Control
- Retained Earning Account
- G/L Account
- Configured Financial Statement Version, Journal entry posting
- Variants: Fiscal year variants, Posting period variants, Field status variants:
- Hold a G/L Documents Posting ,park a G/L Document Posting ,G/L Reporting
- Account Receivable, Customer Master Data, Block a customer
- Sales Returns
- Automatic payment Run, posting Rounding Differences
- Month End Closing

Education and Year of Graduation

Degree/ Certificate	Major	CGPA/ Marks	Session	Division	Board/ University
MBA 3.5	Finance	3.91/400	2015-19	1 st	Gomal University D I Khan
BA	Economics	263/550	2013-15	2nd	Gomal University D I Khan
DAE	Auto Farm	2258/3550	2007-10	1st	BTE Peshawar
SSC	Science	462/900	2005-2007	2nd	B.I.S.E D I Khan

Gold Medalist in an MBA 3.5 Years from Gomal University D I Khan

PERSONAL DATA

Father Name	:	SHAH NAWAZ
Date of Birth	:	18-04-1991
Nationality	:	Pakistani
CNIC	:	12101-9432474-5
Domicile	:	D.I.Khan (Pakistan)
Religion	:	Islam
Marital Status	:	Single
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Research Project

Determinants of Foreign Direct Investment (FDI) on Pakistan Economy.

Factors

- ✓ Openness to international Market
- ✓ Tax rate
- ✓ Interest rate
- ✓ Exchange rate
- ✓ Labor Cost
- ✓ Infrastructure Development
- ✓ Inflation rate

PROFESSIONAL QUALIFICATION

Diploma Information
 Technology From B.T.E
 Peshawar
 Marks: 1098/1400

Key skills/Capabilities

- Strong Oral and Written communication.
- Strong interpersonal Communication persuasion skills.
- Computer skills specially in MS word, MS Excel, Access Internet.
- Quick learner and good at Team work with self-initiative and leadership capabilities.
- 4 Language: English, Urdu, Saraiki.

FIELD OF INTEREST.

- Accounting & Finance
- Auditing
- Financial Management
- Legal Compliances

EXTRA CURRICULAR ACTIVITIES

- Interested to read my field related books.
- Playing cricket
- Reading newspapers and internet surfing

Reference

Will be furnished on your demand.