



HAFIZ AKSAM BIN ZAHEER

ACCOUNTS & FINANCE OFFICER

Address Quetta-Pakistan

Phone +923361809394

E-mail AKSAMAHMED6421@gmail.com

LinkedIn<https://www.linkedin.com/in/aksam-bin-zaheer-b353>

Highly skilled Finance Officer with 3+ years of diverse accounting and finance experience in public company (Different Sector) environments. Organized and results-oriented professional capable of identifying deficiencies and potential opportunities for improving and streamlining Financial Operation, Proven planner and analyst with in-depth understanding of IFRS and auditing standards using latest software. My experience has proved me in suggesting and implementing the standard and outlining strategic financial direction for business growth.

Highlights

MS EXCEL	■ ■ ■ ■ ■	Excellent
MS WORD	■ ■ ■ ■ ■	Excellent
ACCOUNTING	■ ■ ■ ■ ■	Excellent
BOOKKEEPING	■ ■ ■ ■ ■	Excellent
EFFECTIVE COMMUNICATION	■ ■ ■ ■ ■	Excellent
LEADERSHIP	■ ■ ■ ■ ■	Excellent
CREATIVITY	■ ■ ■ ■ ■	

	Excellent
ADOPTIBILITY	<div> <div></div> <div></div> <div></div> <div></div> <div></div> </div> Excellent
VERBAL & WRITTEN COMMUNICATION	<div> <div></div> <div></div> <div></div> <div></div> <div></div> </div> Excellent
ANALYTICAL & PROBLEM SOLVING SKILLS	<div> <div></div> <div></div> <div></div> <div></div> <div></div> </div> Very Good
BIQ DATA ANALYSIS, ADVANCED MODE	<div> <div></div> <div></div> <div></div> <div></div> <div></div> </div> Very Good
TIME MANAGEMENT	<div> <div></div> <div></div> <div></div> <div></div> <div></div> </div> Very Good

Work History

08-2022 (in)

Senior Accounts Officer

Imtiaz Super Store

- Prepare, read and analyze financial reports on a monthly basis.
- Drafting budgets, income statements, balance sheet and reports required.
- Keeping tracks of all payments and expenditures including trade, on-trade
- Reconciling processed work.
- Maintaining historical records.
- Paying employees by verifying expense report and preparing pay checks
- Paying vendors by scheduling pay checks

2021-10- 2022-01

Finance Officer

AGHA JEE BUILDERS AND DEVELOPERS, QUETTA, Pakistan

- Overseeing a financial transaction.
- Assisting in the preparation of budget.
- Managing records of Receipts & Payments.
- Preparing the Financial statements.
- processing invoices.
- Resolving financial disputes raised by the customer services and sales team.
- preparing payroll.
- consolidating all the branches closing and preparing daily closing report.
- Extract the past financial records and analyzing performance of business by comparing with current situation of company.
- Filing returns and resolving tax related issues.
- Implementing IFRS reporting standard.
- Supporting the Finance Director with project's tasks.

2020-10- 2021-09

ACCOUNTS & FINANCE OFFICER

AL NASEEB DRY FRUIT COMPANY, QUETTA, PAKISTAN

- General accounting tasks, including reconciling and maintaining balance sheet accounts and general ledger operations, preparing journal entries, preparing monthly closing and financial reports, preparing account/bank reconciliations;
- Perform finance analysis, reporting and management tasks;
- Oversee the validation of transactions and verification of their overall impact on the general accounts;
- Lay down and validate the accounting systems and tools;
- Review financial paperwork and procedures, provide recommendations and make necessary changes;
- Ensure all expenses are within assigned project budget and verify the completeness of all required supporting documentation for all payments vouchers;
- Prepare payments, bank transfers and do the bank transactions;
- Produce periodic financial reports and other financial documents for the management.
- Ensure timely and accurate monthly and year end closure of accounts, including bank reconciliation, and submit reports to the Executive Director as per prescribed deadlines;
- Prepare invoice to the projects for services and cost share;
- Ensure account receivables and payables activities are performed accurately and timely;
- Settle amounts due, or recover outstanding receivables;
- Identify and resolve invoicing issues, accounting discrepancies and other financial related issues;
- Prepare and coordinate financial audit;
- Ensure timely and effective follow up to audit observations and recommendations;
- Update the Executive Director on financial status of the organization; and
- Do payroll entry in the web banking.

2019-08- 2019-11

Accountant

UNITED SAVOUR HOTEL, QUETTA, PAKISTAN

Auditing & Analyzing Financial Performance, monitoring spending and Budgets, comprising and preparing financial records.

2019-03- 2019-05

Finance Intern

PAK QATAR TAKAWFUL INSURANCE COMPANY, KARACHI, PAKISTAN

Data entry, updating financial records, processing invoices, prepares cost analysis report.

Education

2007-01- 2009-12

Islamic Studies (HAFIZUL QURAN)

IQRA RAUZAT-UL-ITFAL TRUST - QUETTA

- HAFIZ-UL-QURAN:

2016-03- 2018-04

PAKTURK INT'L SCHOOLS & COLLEGES - QUETTA

- Grade 9th & 10th in field of science(Biology): with 76%

2016-08- 2018-04

High School Diploma

FEDERAL GOVERNMENT DEGREE COLLEGE QUETTA CANTT - QUETTA

-GRADE 11th &12th Completed in field of Engineering completed with 64%marks

2019-09-2020-08

Foundation Diploma

TABANIS SCHOOL OF ACCOUNTANCY - KARACHI

- COMPLETED FINANCIAL DIPLOMA (FD) IN ACCA [ACCOUNTS AND FINANCE]

2020-01- Current

Professional qualification

ACCA (ASSOCIATE OF CHARTERED CERTIFIED ACCOUNTANT) - KARACHI

- 4 modules are cleared of following papers.
- Business & Technology
- Financial Recording
- MANAGEMENT
- BUSINESS & COMPANY LAW
- Further papers are in progress

2019-10 – 2021-09

Bachelors

KARACHI UNIVERSITY

B.COM 2 Years Program

Software

SQL DATABASE

MS EXCEL

SAP

ERP

Languages

URDU	EXCELLENT
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ENGLISH	EXCELLENT
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TURKISH	VERY GOOD
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Certifications

2012-11	OXFORD PET TEST
2016-07	Oral Communication Course
2017-11	CA PAKISTAN OLYMPIAD
2020-12	FOUNDATION DIPLOMA (ACCA)
2020-04	FINANCIAL LITRACY PROGRAM STATE BANK OF PAKISTAN
2021-04	CFO program BY ACCA

