

# MANSOOR AHMAD

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To employ my knowledge and experience with the intention of securing a professional career with opportunity for challenges and career advancement, while gaining knowledge of new skills and expertise.

## CAREER PROFILE/SKILLS:

- **Goal Oriented**
- **Team Worker**
- **Analytical Approach against resolving the problems.**

## PROFESSIONAL WORK EXPERIENCE:

**Organization:** **GADOON TEXTILE MILLS LTD**  
(Textile Industry)  
**Tenure:** Jan, 2023- till date  
**Designations:** **Accountant**  
**Responsibilities:**

- Salaries disbursement through Bank Al Habib AHPS System.
- Monitor & Control of computer system (General Ledger system & Parties tax payable system..
- Monitoring the allowances providing to Managerial Staff.
- Checking of Salaries, Overtime, Unpaid salary, unpaid overtime, Contractors Bills.
- Preparation of Bank and Cash Vouchers & Issued of cheque to parties.
- Deduction of W.H.Tax from payment.
- Preparation and monitoring Cash flows and bank position for day-to-day requirements.
- Preparation of Bank reconciliation Statement monthly and providing to Head Office

**Organization:** **GADOON TEXTILE MILLS LTD**  
(Textile Industry)  
**Tenure:** July 2017- December, 2022  
**Designations:** **Asst In-charge Treasury**

### Responsibilities:

- Calculation of Managerial Salary, like Allowance, Salary, Tax deduct & refund and deduction of Tr, SNGPL Bill, Telephone Bill from Managerial Staff.
  - Different type of tr payment like Advance against Salary & other for petty expenses.
  - Bank work for Accounts Dept in which shows all the bank related work cash deposit withdrawal etc. •
- Preparing of cheque approval for Head Office Karachi.
- Cash distribution in Asst Cashiers & reconciliation with signatures in the time of closing.
  - Cash payment with out payroll like cash vouchers, Worker Allowance, Dairy Farm Salary & Reconciliation of cash Ledger with accounts dept.
  - Cash receiving with out payroll like Badge Card, Scrap, Waste, Mess expenses, Dispensary (Sale of Medicine) & Dairy Farm cash receiving like, sale of Milk, cows, calf steer & Bull.

- Cash payment from Payroll like, Salary, Leave Encashment, Final Settlement, Advance, Loan & Bonus twice or once in a year.
  - Coordinate with internal & external auditor in time of Cash audit & responsible for cash short or excess. •
- Maintain cash record for Local Cotton & reconcile with the cash ledger.

**Organization:** **Al Shabbab Passenger Transport LLc (United Arab Emirates)**  
(Passenger Transport by Rented Buses)  
**Tenure:** July, 2016 - 10 Feb, 2017  
**Designations:** **General Accountant** (Restaurant Group)

**Responsibilities:**

- Preparation of Cash Flow, preparation of budgeted Cash Flow. •
- Co-ordinate internal and external audits.
- Dealing with Banks.
  - Preparation of vouchers like bank payment, bank receipt, cash payment, cash receipt and Journal voucher •
- Preparation of Employees salary.
- Reconcile the customer ledger. •
- Bank reconciliation statements. •
- Payroll accounts.
- Maintain the account receivable and Account Payable Ledger. •
- Preparation of profit and loss statement

## ACADEMIC EDUCATION:

<u>DEGREE</u>	<u>EXAMINING BODY:</u>	<u>YEAR</u>
M.Com	NCS University System Peshawar	2016
B. Com	Islamia Degree College Of Commerce & Computer Sciences	2013

## CERTIFICATION/ ADDITIONAL SKILLS:

- **MS Office** (All versions, esp. MS Word, MS Power Point and MS Excel)
- **MS Excel** (MS Formulae, Reports Automation, Macros, Presentations w.r.t. Analysis)
- **Software** (Oracle & Comrade)

## TRAININGS & WORKSHOPS:

- **Six Months Audit Experience In Mushtaq Akbar & Co, Peshawar**

## PERSONAL INFORMATION:

**Father's Name** : Muhammad Zaman  
**Date of Birth** : 01.03.1993  
**Religion** : Islam  
**Nationality** : Pakistani  
**Province** : Khyber Pakhtoonkhwa  
**Residence** : Peshawar