

MANSOOR AHMAD

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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 2020 – till date

Designations: **Accountant**

Responsibilities:

- Checking salary and uploading files at bank Web Base (Bank Al Habib & HBL)
- Vender bill checking with audit department and payment through cheque & IBFTS
- Utility bill payment & checking deduction from employees at salary
- Issuance of Loan & Advance payment as per policy, recovery & reconciliation at salary
- Final settlement payments checking & Gratuity encashments
- Vehicles maturity & V/Loan recovery report for head office
- 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 & checking of tax (W.H.Tax , Salary Tax, Services etc)
- 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: **Al Shabbab Passenger Transport LLc (U.A.E)**

(Passenger Transport by Rented Buses)

Tenure: July, 2016 – 10 Feb, 2017

Designations: **General Accountant** (Restaurant Group)

Responsibilities:

- Preparation of budgeted Cash Flow.
- Co-ordinate with internal and external audits.
- Preparation of vouchers (B.P, B.R, C.P, C.R & J.V)
- Preparation of Employees salary.
- Reconcile the customer ledger.
- Reconcile the banks statements.
- Maintain the account receivable and Account Payable Ledger.
- Preparation of profit and loss statement

Organization: **GADOON TEXTILE MILLS LTD**
(Textile Industry)
Tenure: July 2017– Dec, 2019
Designations: **Assistant In-charge Treasury**

- 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 without payroll like cash vouchers, Worker Allowance, Dairy Farm Salary & Reconciliation of cash Ledger with accounts dept.
- Cash receiving without payroll like Badge Card, Scrap, Waste, Mess expenses, Dispensary (Sale of Medicine) & Dairy Farm cash receiving like, sale of Milk, cows, calf & Bull.
- Cash payment from Payroll like, Salary, Leave Encashment, Final Settlement, Advance, Loan & Bonus twice or once.
- 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.

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	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**
(During the Internship, Assist in Tax Field and as well as Corporate)

PERSONAL INFORMATION:

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