

ARSHAD MAHMOOD

AREAS OF EXPERTISE

Accounting Operations

Fund Management

Internal Control Review

PERSONAL DETAILS

Near Excelsior College Sangota
Swat Khyber Pakhtunkhwa

M: +923470898677

E: mahmoodarshad2050@gmail.com

Marital Status: Single

DOB: 08/04/1990

CNIC #: 156029229255-1

Nationality: Pakistani

Languages: English, Urdu & Pashto

KEY SKILLS AND COMPETENCIES

Microsoft Office

Oracle

Computer Accounting

Accounting Knowledge

ACADEMIC QUALIFICATIONS

MS Accounting & Finance

University of Lahore (Continuous)

BBA (Accounting & Finance)

F.Sc

B.I.S.E Swat 2008

Matriculation

B.I.S.E Swat 2006

PERSONAL SUMMARY

- Young and ambitious professional Accountant who strives to meet and exceed expectations whilst implementing and executing the latest accountant practices while possessing excellent communications skills.
- Responsible Trainee Accountant dedicated to continuous professional development and passionate about accuracy in accounting. Specialize in research, reporting, and data analysis.

WORK EXPERIENCE

Service Sales Corporation (Pvt.) Ltd.

As Accounts Officer from July-2016 to Current

Duties:

- Prepares general ledger & shop manager personal Account by maintaining records and files, reconciling accounts.
- Review and Report on the relevant documents provided as evidences against debit credits.
- Manage waiver cases and PF related issues, analyze their legal consequences. Liaison with legal, retail and audit department. Analyze, investigate and propose resolutions against all disputed cases.
- Highlight high risk legacy balances throughout and suggest corrective actions accordingly.
- Special assignment to develop and implement SOP of final settlement of Shop Managers & Head Office.
- Prepare and present various Reports on the recovery status of all the districts.
- Closely monitor the movement of outstanding balances of all WBC/Retail Managers, Report on the updated status against each Manager.
- Update and reconcile Personal ledgers of Shop Managers, and wholesale depots in a timely manner.

**PROFESSIONAL
QUALIFICATIONS**

CIMA (Diploma in
Management Accounting)
**Chartered Institute of
Management Accountants
UK**

Tariq Aleem & Company (Chartered Accountants)
As Audit Trainee since 1st of Dec, 2014 - 25 of July, 2016

Duties:

External Audit at Razziq International (Pvt) Ltd

- Performed physical inventory observations in order to evaluate inventory levels and identified potential damaged.
- Performed testing procedures on fixed assets, accounts receivable, accounts payable and expenses.
- Reconciled trial balance to general ledger.
- Propose adjusting journal entries and discuss audit and finding with clients.
- Identify and communicate accounting and auditing matters to seniors and managers.

Internal Audit Assignment Adam Jee Insurance Ltd.

Fixed Asset Verification Adam Jee Insurance Ltd.

REFERENCES – Available on request.