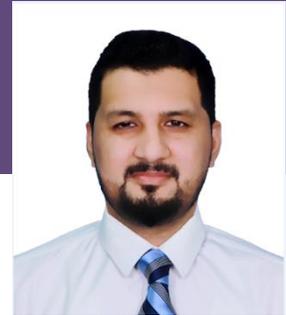


# Adnan Ahmad, FCCA



 House no. 4/1-B, Qureshi Street, Gulbahar no.4,  
25000 Peshawar, Pakistan  
 awanz2012@hotmail.com  
 00 92 334 9064023

## Objective:

Seeking position in accounts & finance or audit department of an organization having dynamic corporate environment that utilizes my talent to the optimum level, appropriately rewards performance and offers continuing opportunities for future advancement.

## Education:



### Professional Qualifications

ACCA (Fellow Member) - Association of Chartered Certified Accountants (UK)  
**October (2020)**  
CAT (Qualified) - Association of Chartered Certified Accountants (UK)  
**December (2010)**  
Advance Diploma in Accounting and Business - ACCA (UK)  
**August (2011)**

### Academic Qualifications

BSc (Hons) (In Applied Accounting) - Oxford Brookes University, (UK)  
**September (2013)**  
Intermediate - Peshawar Board, Pakistan  
**July (2008)**  
Matriculation - Peshawar Board, Pakistan  
**April (2006)**

## Profile Summary:

- Overall **Ten** years' experience in **Audit, Accounts and Finance**
- Overall **Nine years'** experience in the **Finance** department of Rehman Medical Institute Private Limited
- ERP** (Oracle, SAP and Microsoft Dynamics 365) exposure with sound **MS Excel Skills**
- Interested in **adding measurable value** to the employer organization through **problem solving attitude**
- Ability to work in **diverse** and **multicultural environment**

## Systems Proficiency & Professional Skills :

- Microsoft Office** (Excellent command over Financial modeling, what if analysis, pivot Tables and other advance functions of **Excel**)
- SAP FI** Certified End User
- Microsoft **Outlook**
- Quick Book**
- Oracle** Based ERP Software
- Microsoft Dynamics 365**
- Strong sense of **ethics**
- Always **motivated** in work through sense of positivity and focus on deliverables
- Strong sense of responsibility, **reliability and accountability**
- Strong **communication** Skills



- Use **professional skepticism** in making judgments
- Creative**, always keen to add value in my work
- Believe on **teamwork**
- Flexible**
- Time Management** (ability to meet deadlines)

Experience Profile in **Rehman Medical Institute Private Limited**  
**Sep 2012 to Present**

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- Large **Private Limited company** having more than **2,500 employees**
- Total **assets** more than **2.5 Billion (value at cost)**, **Annual Turnover** is **3.5 Billion**
- Business Segments: **Hospitals**, Medical, Dental and Allied Health Sciences



<b>Manager Finance</b>	<b>Oct-2023 – Present</b>
<b>Associate Manager Finance</b>	<b>Feb 2022 – Sep 2023</b>
<b>Assistant Manager Finance</b>	<b>Oct 2019 – Jan 2022</b>
<b>Senior Finance Officer G-1</b>	<b>July 2015 – Oct 2019</b>
<b>Finance Officer</b>	<b>Sep 2012 – June 2015</b>

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**Responsible For:**

- Detailed review of monthly as well as **annual financial statements** of the company to ensure that the Financial Statements are prepared as per **IFRS** and **local laws & regulations**;
- Overall supervision and detailed review of **monthly and quarterly closing process including closing of books** and preparation and review of monthly and quarterly **financial statements**;
- Leading and Reviewing the company's **annual budget process preparation** and do the monthly review of budget through **variance reporting**;
- Leading the process of preparation of **service pricing** after analyzing the cost estimates of all the individual components of the services and according to the revenue budget targets of the company;
- Reviewing Daily **cash flow report** of the company which includes segment wise receipts and payments with current bank balances and comparisons with corresponding periods;
- Corresponds with banks for the **opening of bank accounts** of the company and complete the necessary documentation;
- Reviewing tax returns (Withholding Taxes, Quarterly and Annually Statements, Sales Tax) and liaising with **tax authorities** for tax reporting;
- Funds management, Credit facilities management** of the company, credit lines with banks and managing the optimal use and allocation of these funds to company ongoing projects and other commitments;
- Leading the engagement** with **external auditors** for the year end statutory audit, resolving their queries and ensuring timely sign off;
- Review and approve** all the **payments** (Vendor, General and Employee related) processed through Company banking portal;
- Preparation of various management and **financial reports, cost and benefit analysis & ROI** for Plant and Machinery procurement, **departmental Profitability** analysis, reports on **service costing and pricing**
- Involved as an financial expert in the **API integration** of our campus on Cloud system with Bank for students fee collection
- Team lead from finance in the company project of **systems integration and process automation**;
- Involved in the **Joint Accreditation International (JCI)** implementation program and managing the financial side and resource allocation of the program;
- Reviewing and approving the monthly **consultant share** payments including **sehat card share** payments in accord with their contract's;
- Managing the overall **Digital Payments** service of the company (Credit Card Machines, Online Payment Gateways, Easy Paisa and Jazz Cash);
- Was reviewing the monthly processing of **Payroll** and ensuring that book keeping of all the staff salaries up to date;
- Performed opening of **LC's (Letter of Credit)** with banks and their end to end recording in financial system;
- Involved in the implementation process of the new Financial systems "**Microsoft Dynamics 365**" and "**Campus on Cloud**" to ensure constraints in the system implementation are properly communicated and resolved on timely basis;
- Reviewing the monthly **bank reconciliation** Statement of all banks;
- Leading the annual review of **policies and procedures manual (SOP's)** for the Finance Department;

**Audit Associate**  
**Waqar Ali & Co Chartered Accountants**  
**June 2011 till July 2012**

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- Local Accountancy Firm
- Providing Tax, Assurance and Non-Assurance services to different clients



**Responsible For:**

- Performed **Vouching** during the audit assignments
- Conferred with company officials about **audit observations**
- Involved in **Stock Taking** of various clients
- Performed **Internal Controls** evaluation as a part of Audit Procedures.
- Supervised** and coached audit staff and prepared work programs and schedules
- Lead key contact with key client's management to gather information, resolve problems, and make recommendations for business and process improvements.

**Personal Details:**



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|------------------|--------------------|----------------|-----------------------|
| ▪ Date of Birth  | November 01, 1990  | ▪ Availability | Immediately           |
| ▪ Place of Birth | Peshawar, Pakistan | ▪ Language     | English, Urdu, Pashtu |
| ▪ Marital Status | Married            | ▪ Nationality  | Pakistani             |

**Extracurricular Activities:**



- Reading research reports of companies to determine valued stocks
- Reading articles on IFRS to update myself with recent developments in standards
- Keen to explore different business models
- Reading, Cricket, Net Surfing and Tourism & Hiking