

# MANSOOR AHMAD

Contact: 0315-9036202

Email: cash@gadoontextile.com



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:** July 2017– till date  
**Designations:** **Asst Treasury In-charge**

### 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.

**Organization:** **GADOON TEXTILE MILLS LTD**  
(Textile Industry)  
**Tenure:** Feb 2015– July 2016  
**Designations:** **Accountant**  
**Responsibilities:**

- 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

### 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