

USMAN ASHIQ

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Present Address: Plot No.253/A, Street No.6,(A Cube Pvt Ltd.)Sector I-9/2, Islamabad



CAREER OBJECTIVE:

Accounts & Finance professional with expertise in accounting, auditing. Experienced in managing all financial matters related to accounts, internal & external audit. Capable of assessing complex financial/operational/compliance processes, risks and able to apply key control concepts in a wide variety of business settings.

CAREER PROFILE/SKILLS:

- Preparation of Profit & Loss Account & Report to CEO Monthly Basis.
- PSI Meeting attends and explains Audit Department Queries.
- Departmental cost, Production, Selling & Administration.
- Monthly closing adjustments ,
- Cash & Bank Payment Authorization ,
- Bank reconciliation statement, Analytical Skills.
- Sale tax invoice, tax returns, EOBI & Social Security Monthly.
- Analysis of Stock Consumption & Monthly Stock Reconciliation & Inventory Module Verified.
- Manage Cost as per Budgets of departments

PROFESSIONAL WORK EXPERIENCE:

Organization: The Monal Group. (Islamabad, Pakistan)
(Food Industry, National level)
Tenure: Oct-17– Still
Designations: Senior Finance Executive

Responsibilities:

- Report directly Chief finance officer and chief executive officer to present financial analysis result and develop strategic plans.
- Develop, maintain, and analyze budgets, preparing periodic reports that compare budgeted costs to actual costs.
- Implementation, Monitoring and Control of Budgets through timely reporting and meeting with departmental heads
- Other reporting requirements as advised from time to time.
- Monthly financial closing and report directly Chief finance officer with analysis result.
- Preparation of all financial documents mainly P&L and Notes with breakup, financial comparison ratio.
- Updating and analysis of the monthly expenditure schedules to identify accrual and prepayments to be included in the monthly management accounts.
- Analyze business operations, trends, costs, revenues, financial commitments, and obligations, to project future revenues and expenses or to provide advice.
- Suggest the ways of improving the company's financial condition after reviewing the financial reports.
- Approval and Overall control & monitoring of P2P (Procure to Pay Module i.e. Purchase Cycle Module).
- Review and audit financial statements and reports, ensure all calculations and data entries are correct.
- Performing the internal finance audits from time to time in order to ensure that the company finances are being managed appropriately
- Producing ad hoc reports and reconciliations as required by the Finance Manager.
- Preparation of monthly financial statement and Summarized report for management.
- Review figures loaded in ERP and their impact on financial reporting.
- Liaison with ERP implementer.
- Train all finance officers in group.
- Managing cashier team and ensuring proper handling of hard cash.
- Ensuring inter-Projects balances in the system are reconciled on periodic bases.
- Participating in Management Meeting and decision making over smooth functioning of accounts and finance department.
- Taxation (Suppliers, Consultant, Salaries)

Organization: Chawala Group of Industry. (Lahore, Pakistan)
(Chemical & Metal Industry, International level)
Tenure: Feb- 17 to Sep-17
Designations: Assistant Account Officer (Tax Department)

Responsibilities:

- Manage Monthly / yearly Adjustments.
- Receiving Of Debtors.
- Payments to Creditors.
- Proper Filling of Accounts related Documents.
- Maintain All Utilities Bills & It's Records.
- Maintain Company Vehicle's Log Book & Fuel Expenses Etc.
- Prepare Monthly Expenses Sheets & Records.
- Preparation of Bank Reconciliation & Vendor Reconciliation.
- Documentation & File Managements.
- Sale tax invoice, tax returns, EOBI & Social Security Monthly.
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Organization: AL-QUED TRAVEL &TOURISIM (AJMAN, U.A.E)
(Working on national level)
Tenure: 20-Oct-16 – 14-Jan-17
Designations: Accountant

Responsibilities:

- Sale invoices prepaid.
- Cash & Bank Payments Authorized.
- Enter purchased invoices
- Vendor Reconciliation.
- Bank Reconciliation
- Documents filling.
- Manage labor supply to different company & home.

Organization: M/S Raza & Company (Bahawalpur Pakistan)
Tenure: December 2014 –September 2016
Designations: Accountant

Responsibilities:

- Purchased & Sale invoices prepaid.
- Cash & Bank Payments Authorized.
- Bank Reconciliation & Vendor Reconciliation.
- Documents filling.
- Cash Book maintain
- Bank related matters control.
- Check & Verify stock supply into market.

ACADEMIC CAREER:

DEGREE	EXAMINING BODY:	YEAR
Masters Of Commerce (M.COM)	Islamia University Of Bahawalpur	2015
Bachelor Of Commerce (B.COM)	Islamia University Of Bahawalpur	2012
FSC (General Science)	BISE Bahawalpur	2009
Matric (Science)	BISE Bahawalpur	2007

CERTIFICATION/ ADDITIONAL SKILLS:

MS Office	(Ms. Excel, MS Word and MS Power Point)
MS Excel	(MS Formulae, Reports Automation, Macros, Presentations .Analysis)
Accounting Software	(Oracle, Sea soft &Tally Accounting Software)
Bank Internship	(6weeks internship The Bank of Punjab)
Vocational College internship	(3Month internship as Admin & Accounts Assistant)
Player	(Club level cricket player)

PERSONAL INFORMATION:

Father’s Name : ASHIQ HUSSAIN
CNIC : 31104-9047993-1
Date of Birth : 01-Mar-1992
Marital Status : Married
Religion : Islam
Permanent Address: Chak # 429/6, R, Tehsil Haroonabad, District Bahawalnaghar, Punjab.