




Ahmad Shafique

DATE OF BIRTH:
18 Oct 1986

CONTACT

Nationality: Pakistani

Gender: Male

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54000 Lahore, Pakistan

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WORK EXPERIENCE

14 SEP 2020 - CURRENT - Lahore, Pakistan

Finance Lead

Imtiaz Super Markets

1) Compliance Check on Petty Cash Expenses:-

- Petty Cash procedures are consistently monitored and reported
- Approval mechanism consistently followed.
- Supervise the Petty Cashier in the daily closing
- Daily Petty Cash summary Report to Head Office

2) Compliance Check on Head Cash:-

- Ensure the POS till cash collection, Posting, Daily Closing and bank depositing procedures
- Conduct the surprise head cashier count, investigate and report the any Excess / Short in cash found during audit to the head office with duly reconciliation.
- Live integration of the Cash Collection IT Application/Tools

3) Compliance Check on Accounts Payable:-

- Provide support function to the Commercial
- Ensure maximize accuracy and control over payments processed from the branch.
- Ensure the compliance with the SOPs on the payment mechanism.
- Prepare a branch vendor-wise payment schedule to clear the payments within their the agreed terms.

4) Compliance Check on Corporate Sales:-

- Ensure the billing of the credit/advance customers in accordance within their credit/advance limit.
- Ensure the proper tracking of timely recoveries of credit customers.
- Ensure the random visit advance/credit customers for the balance reconciliation purposes.
- Ensure the SOPs being followed in cases of Sales Return from the corporate customers.

5) E-Commerce / COD Sales:-

- Ensure the 100% compliance with the SOPs on COD Sales issued by the HO.
- Supervise the Daily Sales Closing / Reconciliation to ensure the completeness and accuracy of the transactions.

6) Fixed Assets:-

- Preparation, Updation and changes of Fixed Asset Register at Branch level.
- Monthly Reporting to HO for updation in FAR re the addition, deletion and disposal/transfer.
- Fixed Assets Usage, Useful life & financial Impact on the fixed asset register to calculate accurate depreciation.
- Ensure the compliance with Fixed Asset movement/transfer

7) Compliance Check on Scrap Sales:-

- Ensure Scrap Sales Procedure, Rates as per defined mechanism/ agreement
- Ensure Scrap Sales Reporting to Head Office

8) ERP Implementation Support:-

- Providing support to ERP implementation Teams/Vendors as per requirements of ERP project charter.

- Supporting centralized and decentralized power user teams for ERP based project trackers, data collection and cleansing, finalization of subsidiary and control data.

Accounts and Finance / Wholesale and retail trade; repair of motor vehicles and motorcycles / info@imtiazsUPERMARKET.COM.PK / www.imtiazsUPERMARKET.COM.PK / 7th Floor, Prestige Trade Center, Main Shaheed-e-Millat Rd., 74800, Karachi, Pakistan

31 MAR 2018 – 14 SEP 2020 – Lahore, Pakistan

Senior Finance Executive

The Coffee Bean & Tea Leaf - Pakistan

- Chart of Account Management
- Accounts Payable Management
- Responsible to make & ensure Internal Controls in Finance Department
- Inventory Management
- Maintain Sales Reports on daily basis & entered in related GLs
- Maintained Restaurant Petty Cash Expenses
- Dealing with corporate banks
- Re-ordering of Inventory
- Establish & maintain vendor account, processes vendor invoices & issue checks for all account due
- Directly reporting to Finance Manager & Directors

Accounts and Finance / Wholesale and retail trade; repair of motor vehicles and motorcycles / info@COFFEEBEAN.PK / www.coffeebean.pk / 26-T Gulberg II, 54660, Lahore, Pakistan

8 AUG 2017 – 4 MAR 2018 – Makkah, Saudi Arabia

Financial accountant

Bindawood Hyper-Markets

- **Bookkeeping - General Ledgers:** Getting Source Documents, Invoicing, Ledgers Management, Payment Process, Documents Filling
- **Sales Reporting:-** Collect Daily Sale Detail Report and entered in related General Ledgers
- **Accounts Payable Management:-** Requisition, GRN Process, Invoicing, Aging, Payment Process, Reporting
- **Accounts Receivable Process:-** Getting the Corporate Sale Orders and Process
- **Store Petty Cash Expense Audit:-** To Manage all Branch Expenses & entered in related General Ledgers
- **General Ledger Reconciliation:-** Reconcile related General Ledgers & Control Accounts on monthly basis and report to Head Office
- **Inventory Audit:-** Monthly Stock-taking, Reconcile the Inventories from related General Ledgers, High Value Items audit, Verification of near to expired or waste products
- **Head Cash Audit:-** To conduct the Cash Audit on surprise basis
- **Other Reporting:-** Other Finance task reporting to Head Office

Accounts and Finance / Wholesale and retail trade; repair of motor vehicles and motorcycles / info@BINDAWOOD.COM / www.bindawood.com / Bin Dawood Holding - Madinah Road, Al Naeem District - Jeddah 21530 P.O. Box, 21543, Jeddah, Saudi Arabia

6 SEP 2011 – 8 AUG 2017 – Lahore, Pakistan

Senior Finance Executive

Hardee's Restaurants - Pakistan

- **Bookkeeping - General Ledgers:** Getting Source Documents, Invoicing, Ledgers Management, Payment Process, Documents Filling
- **Accounts Payable - General Payments:** Invoicing, Aging, Payment Process

- **Accounts Payable - Purchases:** Requisition, GRN Process, Invoicing, Aging, Payment Process, Reporting
- **Sales Reporting:** Journal Entries, Ledger Management, Reconciliation, Reporting
- **Petty Cash Management:** To manage daily petty cash expenses, Reporting
- **Bank Reconciliation:** Bank Ledger Balances reconcile with Bank Statement Balances.
- **Credit Card Reconciliation:** Credit Card Transactions reconcile with Settlement Reports on Daily Basis
- **Cash and Inventory Audit:** Weekly Cash Audit, Monthly Inventory taking at Restaurant Branches
- **Monthly Royalty Payment Process:** Preparation of Monthly Royalty payment to International Franchiser Group
- **Dealing with Corporate Banks**

Accounts and Finance / Manufacturing / info@mdsfoods.pk / www.hardeespakistan.pk / 25-Z Commercial, Defense Housing Authority, Phase III, 54792, Lahore, Pakistan

EDUCATION AND TRAINING

1 FEB 2014 – 30 APR 2016 – 1 – KM Defence Road, Lahore, Pakistan

Master of Science in Accounting and Finance

The University of Lahore

Semester First

- Understanding and Managing Finance Role
- Computer Orientation Packages
- Audit Framework
- Advance Research Methodology

Semester Second

- Performance Management
- Business and Finance
- Financial Management
- Financial Reporting

Semester Third

- Managerial Communication
- Principle of Investment
- Advanced Auditing
- Corporate Law and Secretarial Practice

Semester Fourth

- Corporate Finance
- Strategic Business Management
- Advanced Financial Accounting and Reporting
- Advanced Taxation
- Dissertation and Thesis

Field(s) of study

- Business, administration and law : *Accounting and taxation* | *Finance, banking and insurance*

2.93 | EQF level 6 | PQF (Pakistan Qualification Framework) | <https://uol.edu.pk/>

1 MAY 2005 – 30 JUN 2007 – Canal Rd, Quaid-i-Azam Campus, Lahore, Pakistan

Bachelor of Commerce

University of the Punjab

Bachelor of Commerce Part-I

- Business Statistics & Mathematics
- Computer Application in Business
- Economics

- Financial Accounting
- Functional English
- Introduction to Business
- Money, Banking and Finance
- Islamic Studies/Ethics

Bachelor of Commerce Part-II

- Advanced Financial Accounting
- Auditing
- Business Communication and Report Writing
- Business Law
- Business Taxation
- Cost Accounting
- Economics of Pakistan
- Pakistan Studies

Field(s) of study

- Business, administration and law : *Accounting and taxation* | *Finance, banking and insurance*

B+ | Not Applicable | EQF level 5 | PQF (Pakistan Qualification Framework) | www.pu.edu.pk

1 APR 2003 – 31 MAY 2005 – 86 Mozang Rd, Block B Jubilee Town, , Lahore, Pakistan

Intermediate in Commerce

Board of Intermediate and Secondary Education, Lahore.

Field(s) of study

- Business, administration and law : *Accounting and taxation* | *Finance, banking and insurance*

B | Not applicable | EQF level 4 | PQF (Pakistan Qualification Framework) | www.biselahore.com

LANGUAGE SKILLS

MOTHER TONGUE(S): Urdu / Panjabi; Punjabi

OTHER LANGUAGE(S):

English

Listening	Reading	Spoken production	Spoken interaction	Writing
B2	B2	B1	B1	B1

DIGITAL SKILLS

Microsoft Excel / Microsoft Word / Outlook / Microsoft Office / Google Drive / Google Docs / Zoom / Social Media / Skype / LinkedIn / Facebook / Twitter / Bookkeeping / Internet user / Quickbook Online / Microsoft Dynamic AX