

AHMED HASAN AKHTER SIDDIQUI



CONTACT

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CAREER

To contribute my services insights in an organization with challenging problems, and thus earn my way to higher executive responsibilities.

SOFTWARE

MCSE 2000
Microsof Windows, MS
Office, Adobe Photoshop,
Sidat Hyder Financial

INFORMATIONS

Proficient in Urdu, English
& also Little Bit in Arabic

HOBBIES

Fishing, Computer 3D
Games, Reading Historical
Books.

REFERALS

Available on request.

Profile Summary

Equipped with Extensive Experience in Finance, Accounts & HR (Supervision, Monitoring, Management Reporting, Standard Protocol Implementation, Department SOPs Implementations, Funds Management & Projections, Recovery & Payment, Financing Institutions, Monitoring Tax Returns, Import, Reconciliation, Audits, Financial Statements, HR Administrative & Compliance Policies, Recruitment & Firing, Orientation & Training, Promotions, Social Compliance Audit & Followup, Employee's Legal Benefit, Succession Planning, Health & Safety)

Education

ICMAP (Manager Module Continue)

2020 till Date

Karachi Unversity (B. Com.)

1999-2000

Experience

Manager Finance & Accounts

Oct-2017 to Date

Pak Plasti Pack Industries (Pvt.) Ltd.

- Supervise Accounts & Finance Department.
- Assign Work to Accountants & Juniors and Outline their JDs.
- Protocol Implementation for Accounts & Finance Depart.
- Implementation of IFRS Standards for Financial Data Posting and Statements.
- Manage Complete Chart of Accounts and Monitor to Insure Correct Data Posting into Right Mode by the Staff.
- Preparation of Management Reports and Submissions to Relevant Stakeholders.
- Presentation of Cash & Funds Flow to the CEO and Making Decision with CEO as per Report.
- Dealing with Banks and other Financial Institutions for Availing Financing Facilities.
- Register & Vacation of Charge(s) in SECP against Renewal & Retirement of Financing Facilities.
- Monitoring of Proper Recording of Production Reports in Software.
- Correspondence with Tax Consultants.
- Monitoring of Proper Income Tax & Sales Tax Returns.
- Correspondence with Suppliers, Banks and Clearing Agents Regarding Import.
- Documentations for LCs at Sight, DA and Contracts for Banks.
- Draft & Finalize Annual Accounts for External Audit.
- Coordinates and Facilitates the External / Internal auditors.

Experience

Senior Accountant & HR Officer Pak Plasti Pack Industries (Pvt.) Ltd.

Jun-2015 to Oct-2017

- Reconcile Daily Transaction & Prepare Report.
- Monitor, Control & Reconcile of Computerized System (Banks, Cash, Debtors, Creditors, Sales, Purchase and etc.).
- Prepare Positioning Detail Report of Debtors, Creditors & Banks on Daily Basis for Smooth Funds Flow.
- Check and Reconcile Daily Opening and Closing Balances, Bank Transactions and other Internal/External Transactions.
- Preparing Monthly Bank Reconciliation.
- Check Attendance Record of the Employees.
- Prepare Daily Production Report.
- Check & Monitor the Record of Raw Material & Store Items.
- Check & Monitor the Systems of Production & Finish Goods Dispatches.
- Prepare Daily Report of Factory Operations.
- Prepare & Implement HR & Administrative Policies, Succession Planning, & Job Descriptions.
- Responsible for Preparation of Offer Letters, Employment Letters for the Selected Candidates.
- Responsible for Monthly HR Reporting to Senior Management.
- Provide Support to Managements in the Recruitment of all Staff.
- Prepare & Finalize Salaried Employee's Payroll and Attendance.
- Monitor & Reconcile Daily Attendance Records on Software.
- Responsible for the Employee Record Management in Personal Files as per Agreed Standards and Modifying Accordingly.
- Hiring/Firing of Employee's.

Senior Officer H.R., Payroll & Compliance Siddiqsons Limited

Oct-2010 to May-2015

- Prepare & Implement HR & Administrative Policies, Succession Planning, Job Descriptions & Organograms, Salary Surveys, Yearly Increment, Jobs Grading, Job Evaluation.
- Collection of Resumes against Open Vacancies through Internal and External Sources, Screening and Short Listing, Arranging the Interviews and Preparing Final Summary for Senior Management for Decision in order to Reduce the Hiring.
- Responsible for Preparation of Offer Letters, Employment Letters for the Selected Candidates.
- Provide Support to Managements in the Recruitment of all Staff.
- Developed and Implemented an Orientation Process for the New Inductees in the Company.
- Responsible for Monthly HR Reporting to Senior Management.
- Responsible for Separation Process, Exit Interviews & Full and Final Settlement of the Employees.
- Prepare & Finalize Salaried Employee's Payroll and Attendance on ERP over Sixteen Hundreds.
- Prepare & Finalize Salaried and Contractor's Employee's Compliance Payroll & Attendance Records on ERP over Twenty Five Hundreds.
- Monitor & Reconcile Daily Attendance Records on ERP.
- Worked on Various Kinds of Attendance Machines Like Hand Geometry, Face Detective, Thumb & Card Swiping Machines.
- Responsible for the Employee Record Management in Personal Files as per Agreed Standards and Modifying Accordingly with ERP Module.
- Responsible to Maintain Employee's Gratuity, PF, Leave En-cash Records on ERP and in Personnel Files.
- Responsible for Orientation of New Hires.
- On Boarding of the Employee with their Proper Entitlements Administration.
- Hiring/Firing of Employee's.
- Maintain the Record of Hiring/Firing on ERP.
- Correspondence with Auditors (Internal + External) for HR & Compliance Audit.
- Check & Maintain Employee's Strength as per Department Requirement.
- Prepared & Finalize EOBI/SESSI Payments of Salaried and Contractor's Employees.
- Call Employee's Training Session on Quarterly Basis for First Aid, Fire Evacuation and Safety.
- Maintain Compliance Training Records (First Aid, Fire Drill, Evacuation and Etc.).
- Check & Monitor the Garment Sample Circulation Between Factory to Buying Office for Approval.

Experience

Accountant

Jan-2006 to Jul-2010

U&I Garments (Pvt.) Ltd.

- Preparing Financial Annual Report, Half Yearly, Quarterly and Monthly
- Finalize Trial Balance for Annual Audit.
- Monitor, Control & Reconcile of Computerized System (Banks, Cash, Debtors, Creditors, Sales, Purchase and etc.).
- Preparing Monthly Bank Reconciliation.
- Work in Various Kind of Financing Way including Islamic Banking Financing System (Export Refinance, Murabah, Ijarah, Musharaka, Tijarah, FE-25\$ and etc.).
- Monitoring the Circulations of Funds, Between Various Bank Accounts of the Company.
- Preparing Reconciliation of Export Garments Sales (Discounting , Purchase Documents & Collection of Export Invoices with Banks)
- Purchase Order, Gate Passes, Delivery Challan, Bilty & Invoices Checking & Payments After Verification.
- Preparing Proper Detail Report (Creditors, Banks & Other Outstanding Payments) on Daily Basis for Smooth Funds Flow.
- Preparing and Monitoring Cash/Funds Flow and Bank Position for day today Requirements.
- Check and Reconcile Daily Opening and Closing Balances, Bank Transactions and other Internal/External Transactions.
- Prepare and Arrange Documentation for Import/Export (LC, BL, Clearing, Forwarding Invoices, Bank Docs. etc.).
- Maintaining & Reconcile the Ledger of Export Rebate & Research and Development Account.
- Maintaining of General Ledger on Various Oracle Bases Program & Special on Sidat Hyder Financial System (Using over 300 Companies in Pakistan).
- To Develop Cost Per Unit of all Items in Raw Material, Work-in-Process, and Finished Goods Stocks.
- Work on Profit per unit with the Compression of Current Price.
- Submission of Sales Tax & Income Tax & E Filling.

Assitant Accountant

Feb-2004 to Dec-2005

Junaid Jamshed (Pvt.) Ltd.

- Maintain Banks Accounts & Cash Book.
- Posting Daily Sales, Purchase, Return & Other Transactions.
- Prepare Salary Statement on Fixed plus Commission Basis, at the end of Every Month on Manual Card Punching and Digital Methods by Card Sweeping Machine.
- Prepare Summary Report for Salary of Employee by Month, Daily and Hourly Basis.
- Maintain Daily Sales & Commission & Advance Salary Account.
- Costing and Valuation of Products since every One Item was purchased to the end of Order goes to Shipped.
- Check and Maintain the Record of Inventory Stock of each and every Item.
- Maintain the Computerized & Manual Stock Registers.
- Monitoring the Stock Circulation Between the Outlets & Factory, Stock Taking and Valuation on Quarterly Basis.
- Prepare Inventory Report & Indicate the Positive & Negative Sectors while Stock Taking.

PERSONAL INFORMATION

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| ▪ Father's Name | ▪ Akhter Hussain Siddiqui |
| ▪ CNIC | ▪ 42201-0270299-3 |
| ▪ Marital status | ▪ Married |
| ▪ Children | ▪ 3 |
| ▪ Date of birth | ▪ 31 January 1979 |
| ▪ Religion | ▪ Islam |
| ▪ Nationality | ▪ Pakistani |