



Ahmer Zaidi

Financial & Management Accountant

CONTACT ME

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House no. 789/790,
sector F-1, Labour Colony
Sherpao, Landhi Karachi

EDUCATION

CMA (Finalist)

Institute of Cost & Management
Accountants of Pakistan

2011 - Present

Graduate- B.Com

University of Karachi

2008 to 2010

Intermediate

Aisha Bawany Govt. College

2005 to 2007

SKILLS

- Internal Audit Control
- Risk Management
- Government Auditing Standards
- Financial Statements
- Process Mapping
- Financial Advise
- Financial Statements
- Filing of Direct & Indirect Taxes
- Tax Accounting

WORK EXPERIENCE

Senior Auditor

July 2016 - Present

Accountant General Pakistan Revenues, Karachi

- Proactively identified control gaps in processes, procedures, and systems through thorough research and assessment, presenting actionable methods for improvement.
- Conducted audits for various Federal Government cases, ensuring strict adherence to Finance Division and CGA policies.
- Implemented payments on SAP through cheques based on comprehensive audit findings.
- Ensured alignment of ledgers with SAP to maintain accurate financial records.
- Vigilantly ensured compliance with Taxation policies and Accounting Standards.
- Executed the filing of Withholding tax with precision and timeliness.
- Successfully managed public interactions, promptly addressing diverse issues to maintain seamless operations and foster positive stakeholder experiences.
- Executed any additional tasks assigned by superior officers with expertise and diligence.

Cashier

April 2016 - July
2016

Liaquat National Hospital

- Efficiently inputted patient data into SAP for streamlined record-keeping.
- Collected cash payments from patients with accuracy and professionalism.
- Prepared daily reports meticulously detailing cash handling activities.
- Directly reported to the Finance Manager, ensuring seamless communication.
- Ensured the secure handover of cash to the designated department.
- Verified that all payments aligned accurately with SAP records for financial precision.
- Conducted thorough reconciliations to guarantee financial accuracy.
- Demonstrated flexibility by working a dynamic schedule and extra shifts to meet business needs effectively.

Finance Executive

June 2013 -

Corporate & Marketing Communications

January 2014

- Meticulously recorded day-to-day transactions on SAP for accurate financial tracking.
- Generated and promptly dispatched invoices to clients, ensuring timely processing.
- Prepared comprehensive reports on both Accounts Receivable (AR) and Accounts Payable (AP) for insightful analysis.
- Conducted client settlement meetings in the presence of the CEO and Finance Manager, fostering transparent communication.
- Compiled and presented daily bank reconciliation reports, maintaining continuous communication with banks.
- Prepared vendor payment requests, diligently seeking approval from the CEO.
- Accurately calculated VAT and Withholding taxes, ensuring compliance with regulations.
- Utilized advanced accounting software for efficient filing of tax returns.
- E-filed monthly and quarterly withholding and VAT taxes, meeting regulatory deadlines.
- Collected tax challans and promptly forwarded them to the relevant vendors, ensuring timely compliance.
- Created and presented both monthly and annual Financial Statements for comprehensive financial reporting.
- Executed any additional tasks assigned by the Finance Manager with precision and attention to detail.

LANGUAGES

- English Fluent
- German Intermediate
- Urdu Fluent

SOFTWARES

- SAP
- MS Office Suite
- Advanced Excel
- Peachtree
- Quick Books
- ERP

CERTIFICATIONS

English Language

Pakistan American Cultural Center
(PACC)

Computerized Accounting

Skill Development Council

Cost Accountant

VIP Tannery Pvt. Ltd.

March 2013 -

June 2013

- Generated and submitted detailed day-to-day Job Cost Reports to the Finance Manager, ensuring accuracy and transparency in financial reporting.
- Compiled comprehensive daily and monthly Cost of Production Reports for in-depth analysis.
- Ensured strict adherence to accounting standards in all financial activities for regulatory compliance.
- Spearheaded cost-cutting initiatives and identified efficient solutions, contributing to financial optimization.
- Prepared and delivered insightful reports on cost-effective methods, presenting findings to the Board of Directors on a monthly basis.
- Conducted variance analysis to assess budget vs. actual performance, providing valuable insights for strategic decision-making.
- Collaborated with cross-functional teams to streamline cost accounting processes, fostering improved efficiency.
- Provided strategic input to optimize resource allocation and enhance overall cost efficiency.
- Implemented and monitored internal controls to safeguard financial accuracy and ensure compliance with standards.
- Continuously assessed and recommended improvements in cost accounting systems and procedures, staying proactive in enhancing financial processes.

Area Coordinator

The Citizens Foundation

October 2012 -

April 2013

- Facilitated clear and effective communication between the head office and individual school campuses, ensuring seamless information flow.
- Ensured timely dissemination of information, policies, and directives to all campuses, promoting organizational consistency.
- Collaborated with the head office to align campus activities with overarching organizational goals.
- Coordinated resource allocation, including staffing, materials, and equipment, to meet the specific needs of each school within the area.
- Addressed and resolved issues or concerns raised by individual campuses, fostering a positive and cooperative working environment.
- Implemented robust systems for monitoring and evaluating the performance of each school within the area, providing constructive feedback for continuous improvement.
- Ensured that all campuses strictly complied with regulatory requirements and organizational policies.
- Assisted in the development and oversight of budgets for each campus, working collaboratively with the Head Office to optimize financial efficiency.