



ADNAN AMJAD

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Addayala Road Rawalpindi.
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Objective:

Efficient accounting professional offering over 7 years' experience in facilitating accounting and clerical workflows in support of fast-paced environment. Looking to secure a position at an organization that challenges my skills and allows for further career growth.

Summary:

- Highly analytical result driven accountant skilled at working quickly and accurately.
- Able to work with team and individually under tight deadline.
- Adept all functions of accounting, including balance sheet, processing payments, managing accounts payable and providing executive administrative Support.
- Honest, Hard worker and self-motivated

Skills:

- Bookkeeping.
- Preparation of Financial Statements.
- Internal & External Audit.
- Taxation
- IFRS-15,16

WORK EXPERIENCE:

DANCOM PAKISTAN (Private) Limited

Sr. Accountant

(January 2017 till to date)

Responsibilities:

- Led the Implementation and adherence to IFRS-16 and 15 standards, ensuring compliance and accurate reporting.
- Manage accounts payable and receivable processes, overseeing timely payments and collections.
- Generating aging reports to monitor outstanding receivables and payables
- Collaborate with suppliers, resolving discrepancies and enhancing reconciliation process.
- Conduct through bank reconciliations, identifying and resolving discrepancies to maintain financial accuracy.
- Prepare and analyzed monthly, quarterly, and annual financial statements for accurate reporting.
- Coordination with external auditor and providing information's for finalization of annual statutory accounts.
- Oversee and manage the financial accounting processes, including month end close, reconciliations, and financial reporting.
- Manage withholding tax statement, sales tax returns employee old benefit (EOBI) submission in compliance with relevant law.
- Managed end to end payroll processing for employees, ensuring accurate and timely payment of salaries, bonuses, commissions and other compensation.
- Generating payroll reports for manager to review.
- Prepare payroll and tax reports to federal, state and local agencies when required.
- Finalize payroll sheet for online transfer salaries in employee's Bank account directly.
- Assist in the implementation of a new accounting software system, resulting in improved data accuracy and reporting.

Assistant Manager-Yasir Nasir Rashid & Co

Islamabad, Pakistan — 08-June, 2011 – 31-December 2015

(Cost Management Firm which are providing services of Accounting, Bookkeeping, Internal Audit, Taxation and Corporate Compliance.)

Responsibilities:

- Provide assistance to Manager during in internal and external audit.
- Prepare Financial Statements in accordance with the IFRS.
- Maintain books of accounts of different clients using excel, Peachtree, QuickBooks.
- Prepare and present reports as per client's requirements.
- Manage tax compliance, reporting, and filing works of different clients;
- Ensure timely and accurate filing of monthly withholding tax and GST returns.
- Computing Individual and corporate taxes.
- Liaising with Govt. authorities and Banks.

IT & Excel Skills:

- Accounting Software Quick Book, Peachtree & ERP ODDO & Hisaab.Pk
- Good knowledge of internet, e-mail
- Sumif,Countif,VLookup,Slicer,Pivot Table,Average,Max,Min,Upper,Lower,Proper

Personal Information:

Father Name: M. Amjad Javed

Date of Birth: 02 Aug, 1987

Marital Status: Married

Passport No: BH 1282352

Expiry Date: 13 Feb 2028

Religion: Islam

Nationality: Pakistani

Education:

Master Business Administration (MBA) (Finance & Accounting-Preston University Isl)	2015
B.COM (University of Punjab)	2009
F.S.C (University of Punjab	2006
Matriculation (Rawalpindi Board-Pakistan)	2004