

Address:

BurJuman, Near Metro Station Exit Gate-4,
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Visa Status: VISIT VISA

Joining: Immediate



PARDEEP KUMAR KUNDNANI

Objective

Proficient finance and accounts professional with 16 years of comprehensive experience seeking to leverage expertise in financing, accounting, and compliance to contribute effectively to the success and growth of a dynamic organization. Excited to apply strategic financial insights and regulatory knowledge to drive business excellence and optimize operational efficiency."

Interested field

Finance, Accounts & Compliance

**Major Projects
Achievements**

- International European Union Projects
- EU-Program for Improved Nutrition in Sindh-Phase ER-II & Phase ER-III
- EU-Program SUCCESS
- International Project on (COVID-19) Vaccination JSI-IHSS
- Core Programing on Finance, Accounts, Budgeting, Pre-Audit & Compliance

**Professional
experience**

Dec-2022-Jan-24

Job Title: Business Entrepreneur

Company: Gur Kirpa Enterprises (GKE), International Grain Market, Khairpur Mirs, Sindh, Pakistan

- Manage all Finance & Accounts
- Exports & Imports of Dry Dates (Dubai, Nepal & India)
- Forecasting & Budgeting
- Tax Management
- Financial Statements & Financial Reporting
- Procurement & Sales (Export)
- Dealings with Export Parties

April-2018- Dec-2022

Job Title: Finance Officer (Senior Focal Person)

Company: Sindh Rural Support Organization (SRSO) Head Office, Sukkur, Sindh, Pakistan

- Proficient in maintaining and recording all books of accounts transactions
- Operate Financial Information System (FIS) Online Oracle Software
- Bank Reconciliations of all A/C's
- Proficient in Financial Budgeting & Forecasting
- Tax Planning & Management as per country law
- Budget Vs Expense Report
- Interim Financial Report (IFR)
- Statement of Expenditures (SOE)
- Proficient in AP & AR Management
- Proficient on Funds & Grant Management
- Compliance all type of vouchers
- Make Financial Reporting & Financial Statements
- Make Financial Budget Amendment & Addendum as per need
- Ensure to follow all Financial Management Manual and other time to time issued financial SOP's
- Coordination & facilitating internal & external auditors

- Any other assigned by the management.
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Oct-2016- April-2018

Pre-Audit & Compliance Officer

Sindh Rural Support Organization (SRSO)Head Office, Sukkur, Sindh, Pakistan

- Pre-Audit all types of Vouchers
 - Compliance all requirement (Posting & Supporting) as per Company Law.
 - Surprise visits of all regions, districts & Unit offices as per approved work plan.
 - In order to check non-compliance of financial and administrative record.
 - Proper filling of Pre-Audit & Compliance record.
 - Any other task assigned by management
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Jun 2010- Oct-2016

Finance & Accounts Officer

Sindh Rural Support Organization (SRSO) District Office, Sukkur, Sindh, Pakistan

- Using **Advance Oracle** Financial Information System
 - Proficient in maintaining and recording all books of accounts transactions
 - Budgeting VS Expenses Analysis
 - Prepare Statement of Expenditures SOE
 - Reconciliations of Bank & Ledger Accounts
 - Prepare Financial Reports of Projects
 - And other finance & accounts responsibilities given
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May 2009–May2010

National Internship Program (NIP) 2009

District Commissioner Office, Khairpur Mirs, Sindh, Pakistan

- Preparing Reports of Funds & Grants from Government
 - Prepare case files of complains (Benevolent, Pension & Domicile)
 - Timely report to DDO(C) for complained cases
 - Prepare Meeting Minutes
 - Assist in preparing establishment department work
 - Documentation and Book Keeping
 - And other assigning work.
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Jan 2009–Dec 2009

Financial Consultant (Sales)

EFU Life Insurance Limited, Khairpur, Sindh, Pakistan

- Prepare Financial plan for clients
 - Financial Products Services
 - After client closing service
 - Prepare daily report and update client's record.
 - Feedback clients complain
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Personal Profile

Date of Birth : 2nd Jan-1984
Passport Number : FX4223641
Marital Status : Married
Nationality : Pakistani
Religion : Hinduism
Availability to Join : Immediately
Salary Expectation : Negotiable

Qualifications

2005-2007

Master in Business Administration (M.B.A) Specialization in Finance**Score 3.77 CGPA**

@ Shah Abdul Latif University, Khairpur Mirs, Sindh, Pakistan

2003-2005

Bachelor in Business Administration (B.B.A) Specialization in Finance & Accounts**Score 3.58 CGPA**

@ Shah Abdul Latif University, Khairpur Mirs, Sindh, Pakistan

Certifications & Computer Skills

- Certification in US Abortion & PF Requirements-2013 Course
- Certification in Gender & Skill Development Course
- Certificate in Anti Money Laundering & Combating Financing of Terrorism
- Receiving Finance Excellence Award in completion of European Union Project PINS- ER-II
- 3 Months Internships 2007 @ National Bank of Pakistan, Khairpur Mirs
- **C.I.T.**, Course in Computer Science.
- FIS & MIS- Software on Microsoft Access
- Peachtree Software, Quick Book
- Advance Oracle Application Software Financial Information System

Professional Skills

- Financial Statements & Financial Reporting
- Proficient in AP & AR Management
- Pre-Audit & Compliance
- Tax Management (Income Tax, Sales Tax-GST & SST, PSW, WHT)
- Organizing & Time Management
- Understanding GAAP, IFRS and Other Accounting rules
- Financial Forecasting & Budgeting
- Reconciliation of banks and clients' accounts
- Proficient in Operating Online Software Oracle, JAWA, Peachtree, Quick Book, MS-Access

Languages

Fluent in written and spoken English, Urdu, Punjabi and Sindhi