

Accounts Executive



OBJECTIVE

To obtain an Accountant position by adding value through utilizing my superior knowledge, prospecting and calculation abilities in the business.

WORK EXPERIENCE



LEGNO HOME

07/2022 – 11/2023

➤ **Accounts Executive**
➤ **National Wood Industries (Private) Limited, Lalamusa, Gujrat, Pakistan**

- National Wood Industries Pvt Ltd is distinguished by its design, quality and by manufacturing upscale wooden doors, Kitchen Cabinets & Wardrobe in the brand name of Legno Home since 1964. Its annual local sale exceeds more than two million US Dollars.

Responsibilities:

- Prepare the monthly accounts for management purposes and report the vertical & ratio analysis to the BOD.
- In order to meet the future cash requirements of the company prepare budgeted cash flow fortnightly.
- Supervise the daily data entry of purchases, sales, bank, cash and other journal transactions in the "Finance Manager" ERP.
- E-filling of monthly sales tax return and return u/s 165 of income tax ordinance 2001 etc.
- I have also implemented new ERP accounting software (Finance Manager) along with the project team as soon as I came here.

❖ My responsibilities were

- Provide the duly coded and complete template of customers.
- Provide the duly coded and complete template of suppliers & contractors.
- Provide the duly coded and complete template of raw material and finished stock.
- Provide the complete item wise detail of items of "Property, plant & equipment".
- Chart of accounts (revised & updated).
- Ensure the accurate transfer of balances of more than 500 general ledgers
- Liaise with the ERP consultant's team regarding "user acceptance testing" and concerned reports of sales, purchase, inventory, financial, and banking.



10/2018 – 06/2022

➤ **Accounts Officer**
➤ **General Fan Co Ltd, Gujrat, Pakistan**

- General Fan Company Ltd is a very famous and leading manufacturer & exporter of electric fans and home appliances in Pakistan. Its annual export exceeds more than ten million US Dollars. The group is pursuing the backward and forward

integration strategy.

❖ **Responsibilities:**

- Assist in preparing the monthly accounts for management purposes and also assist in preparing the reports of the vertical & ratio analysis.
- In order to meet the future cash requirements of the company assist in preparing the budgeted cash flow fortnightly and keep an eye on the availability of bank credit facilities and its subsequent adjustment.
- Assist in preparing the documents for e-filing of monthly sales tax return and return u/s 165 of income tax ordinance 2001 etc.
- Submit Income Tax Withheld Statement on Monthly & Quarterly Basis.
- Supervise the daily data entry of purchases, sales, bank, cash and other journal transactions in the "Finance Manager" ERP.
- Keep and update the "Fixed Assets" register in the ERP.



08/2014 – 09/2018

- **Accounts Assistant**
- **General Fan Co Ltd, Gujrat, Pakistan**

❖ **Responsibilities:**

- Data entry of purchases, sales, bank, cash and other journal transactions in the "Finance Manager" ERP.
- Maintain the vendor's ledgers.
- Prepare daily receipt and daily payment details.
- Prepare Monthly Bank Reconciliation Statements.
- Make and maintain Purchase Register and Supply Register.
- Deduct and deposit Income Tax Withheld and Sales Tax Withheld of parties.
- Prepare the documents for submitting the Income Tax Withheld Statement on Monthly & Quarterly Basis.
- Maintain Sale and prepare Sales Tax Invoices
- Responsible to ensure transactions are properly recorded and entered into the computerized accounting system.
- Assist in conducting annual audit.
- Interacting and supporting to Senior Accountants and Finance Manager.

EDUCATION

2014 – 2017

Master of Business Administration, Accounting

National College of Business Administration & Economics,
Lahore, Pakistan

2013 - 2014

Bachelor of Commerce, Accounting

University of Gujrat, Pakistan

**ADDITIONAL
SKILLS**

Well versed with Microsoft Excel, Word,
ERP Finance Manager, Quick Books, (Accounting Software)

Financial Statements, Accounts Payable, Accounts Receivable,
Budgeting, Ledgers Reconciliation, Bank Reconciliation,

CERTIFICATIONS	Certificate in Quick Books, Digiskills.pk	Feb-2021- May-2021
	Certificate in Freelancing Digiskills.pk	Feb-2021- May-2021
	Certificate in Freelancing E-Rozgar	Sep-2021 – Feb-2022

PERSONAL DETAILS	Name: Ijaz Ahmed Contact Number: +971 58 247 4487 Email: ijaza504@gmail.com Address: Deira, Dubai
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REFERENCES	References available on request
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