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Skills

- System development for helping arrangement of data that could be process and analyses data.
- Strong organizational project management abilities.
- Ability to prioritize and handle multiple tasks simultaneously.
- Adhere to proper Finance & Accounting methods, policies and principles.
- Strong system, product, process knowledge.
- Take ownership of designated tasks.
 - Demonstrate leadership skills.

Professional experience:

Accounting Manager in Al Hoshani Group of Company – Riyadh Saudi Arabia June 2014 – Present
Engage in the business of manufacturing flexible packaging material i.e. Plastic, Plastic bags, Conduit pipe, Stretch, Carton, Paper core & Shap moulding and sale in local market etc.

Accounting Manager Jan – 2020 to present
Deputy Manager Accounting Jun – 2014 to Dec 2019

Accounting Software

Working on ERP (Collectum) since 2014 integrated module are accounting & finance, procurement, production sales, logistics & HR.

Job Description

- **Management reporting** involve various reports that's help management for decision making include (KPI's). Various data analysis including inspection, cleaning, transforming & modelling data to discover useful information, draw conclusions and support decision making, Also 3 separate entities summarizing the revenues, COGS and direct & indirect including variable & fixed overhead with following activities:
 - Month end closing cycle
 - Profit & Loss statement (Monthly)
 - Statistical data
 - Verification of inter-company transactions
 - Balance sheet (Quarterly)
 - Data combined on company & group level
 - Preparation ad-hoc reports
- **Payroll administration** involve assurance the employee's salary are accurately and on time & complying with legal and regulatory requirements.
- **Asset Management** involve the process of tracking and management an organisation's physical assets through their lifecycle with following activities:
 - Acquisition
 - Tracking
 - Maintenance
 - Depreciation
 - Disposal
- **Stock counting** involve count on periodically and surprisingly to verified company purchase, stock management protocols etc, following point to be considered:
 - Verified stock
 - Stock tagging
 - Manging of stock
 - Stock aging
- **Budgeting** involves financial planning, creating plan to allocate an organization's resources over the specified period to ensure financial stability and support strategic goals, repots is considered:

- Revenue's
- Expenditure
- Projected profit & loss statement with actual comparison
- Projected funds flow with actual comparison
- **Feasibility** involve evaluation the practically and visibility of acquiring installing and operating machinery withing the specifications context, reports is considered:
 - Market study
 - Machine production capacity
 - Skilled labour, raw material & overhead analysis
 - Projected P&L & cash flow
- **System development** involve creating and maintaining information systems, following system is developed:
 - Bank refinance financing
 - Value added tax
 - Various dashboards reports
- **External audits** liaise with external auditor for finalization of audited draft for communicating financial and operational performance to stakeholders, regulatory compliance & external stakeholders.
 - Audited draft (including notes)
 - Statement of financial position
 - Statement of comprehensive income
 - Statement of cash flow
 - Statement of owner equity
 - Zakat and tax return
 - Value added tax return
 - Withholding tax return
 - Assessment of zakat & tax, VAT, WHT
- **Cross functional** collaborate with cross functional teams, Production, Sales, HR, Logistics & Legal team, develop and maintain effective relationship.
- **Team management** direct the activities and provide leadership to the accounting and finance team.

Deputy Manager Finance in Shahbaz Garments (Pvt) Ltd. (Division of Midas safety) Nov 2004 – Mar 2014
Engage in the business of manufacturing industrial clothing's, cotton yarn, fabric & industrial gloves and export all over the world.

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|---------------------------|---------------------|
| Deputy Manager Finance | Jan 2011 – Mar 2014 |
| Asisstant Manager Finance | Jan 2010 – Dec 2010 |
| Senior Accounting Officer | Jan 2009 – Dec 2009 |
| Accounting Officer | Jan 2007 – Dec 2008 |
| Accounting Assistant | Nov 2004 – Dec 2006 |

Accounting Software

- ERP (SAP) working FI MDM & FI module Dec 2012 to Mar 2014.
- Customized software.

Job Description

- **Supervision of FI module** include:
 - MDM (Master data management)
 - Recuring entries
 - Periodic transaction
 - Bank reconciliation
 - AP (Account payable)
 - AR (Account receivable)
- **Banking operation** involve dealing with banks, arrangement and allocation of funds in different units as per requirement and priorities, it include:
 - Arrangement of fund various sources
 - LC's payment
 - Post dated cheques
 - Loan's payment
 - Supplier (AP) & others payment payments

- **Projected cashflow** involve estimated collection & payment incurred during the specified period and projected vs actual report, elements are:
 - Collection from various sources i.e., Loans, AR etc.
 - Loans payments
 - Supplier payments
 - Other's payments i.e., salaries, utilities & other expenses etc.
- **Payroll administration (executive)** involve assurance the employee's salary are accurately and on time & complying with legal and regulatory requirements with following activities:
 - Calculation income tax & deductions from monthly salary & deposit government treasury
 - Preparation of monthly and annually income tax return
- **Taxes** involve calculation, deduction and charged different types of taxes and deposit in government treasury accordingly, taxes are under:
 - Sales tax
 - income tax (including salary)
 - Advance tax
- **Insurance** coverage of stock and update on quarterly and renew yearly and coordination with bank accordingly.
- **Profit & loss statement** prepare 2 units and report to senior manager for onward combine on company level.
- **Assist to finalized external audit** involve verification of banking related and other matters include:
 - Bank confirmation
 - Interest calculations
 - Reconciliation
 - Stock counting

Education:

- **CIMA FINALIST (Advance diploma in Management Accountant.)** July 2012 – Jan 2013
 - CMGA (Chartered Management Global Accountant) from CIMA (Chartered Institute of Management Accountant).
- **Master of Business Administration.** May 2006 – Dec 2009
 - MBA in banking & finance from Muhammad Ali Jinnah University.
- **Bachelor of Commerce.** Aug 1993 – Dec 1997
 - Bachelor of commerce from University of Karachi.

Achievements

- Being a part of implementation of ERP (SAP) as FI power user, phase of implementation consists of:
 - AS – IS session
 - TO – BE business blueprint
 - MDM – Master data management
 - GO – LIVE
- Designed and implementation the integration system sales and receivable under visual Fox Pro in legacy system before SAP with IT programmer.
- Designed and implementation the value added tax procedure & bank financing including system reports.

IT Skills

- **Diploma in computer software** Mar 1997 – Jun 1999
 - Two years diploma in computer software from ABC computer institute Karachi – Pakistan
- **MS office** Nov 2004 - present
 - 19-year experience on MS office major use of MS Excell, MS office, power point, outlook and recently working on power BI.

Hobbies

- Playing cricket
- Watching sport, cricket, football & hockey etc.
- Stories