



### Address

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### Contact

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### Date of Birth

June 01, 1986

## PROFILE

I am presenting 12 Years of diversified experience, within various legendary industries, including Manufacturing, Telecommunication, Engineering, Construction, Oil & Gas. I have in-depth knowledge & working experience in the field of General Accounting (Bookkeeping), Corporate Finance, Financial Reporting & Analysis, Taxation, Treasury & Risk Management, Financial Modeling, Cost and variance analysis, Budgeting and Forecasting, Reconciliation of Accounts Receivables & Payables, Banks Dealing (LC, Bank Guarantees), Auditing, Inventory & Fixed Assets Management, Working Capital Management, Payroll Management, GAAP, IAS & IFRS.

## EDUCATION

2023 - present

**ACCA - Association of Chartered Certified Accountants (in Progress)**

2010 - 2012

**University of Karachi**

MBA - Master in Business Administration (Accounting & Finance)

2005 - 2007

**University of Karachi**

Bachelor in Science (BSC)

## TRAINING & CERTIFICATIONS

- **SAP Finance & Costing (FICO)** Program, Corporate Skills, Tax & Computerized Accounting from Institute of Business & Professional Development Karachi, Pakistan, Jul 2020 - Jan 2021
- **Professional Accountancy "Manual & Computerized with PeachTree"** from Skill Development Council Karachi Govt. of Pakistan Karachi, Pakistan Jun 2009 - Sep 2009
- **Mastering in Excel Financial "with Advance Financial Modeling"** from IBPD Karachi, Pakistan, Mar 2019 - May 2019
- **Financial Analyst** from GAAP Consulting, Lahore, Pakistan, Oct 2019 - Oct 2019
- **The Complete Financial Analyst Course 2023** from Udemy
- **Power BI Financial Reporting & Financial Analysis: A to Z Course 2023** from Udemy
- **Tableau Financial Reporting & Financial Analysis Masterclass Course 2023** from Udemy
- **QuickBooks & Xero Online Proadvisor Certification**

# AMJAD HUSSAIN

**Senior Accountant / Chief Accountant / Manager Accounts & Finance**

### Linkedin

<http://linkedin.com/in/amjad-hussain-0b258046/>

## EXPERIENCE

March 2023 - present

**EARTHLINK INNOVATIONS GENERAL TRADING LLC**

Chief Accountant

Responsibilities:

- Creating monthly reports, such as balance sheets, profit & loss & cash flow statements.
- Compiling, analyzing, and reporting financial statements through Power BI, Tableau & Advance Excel.
- Presenting data to management, investors, and other entities.
- Maintaining accurate financial records.
- Performing audits and resolving discrepancies.
- Computing taxes (VAT).
- Complying with all company, local, state, and federal accounting and financial regulations.
- Assisting management in the decision-making process by preparing budgets and financial forecasts.
- Keeping informed about current legislation relating to finance and accounting.

September 2015 - January 2023

**IIW-INDUSTRIAL ENGINEERS & CONTRACTORS (EPC)**

Finance & Accounts Manager

Responsibilities:

- Finalization of periodic financial statements i.e., balance sheet, income statement, and statement of cash flow.
- Communication and coordination with banks (LC, Bank Guarantees), insurance companies, suppliers, customers, regulatory authorities, and external auditors.
- Review and analyze management accounts including ratio analysis.
- Monthly reconciliations of debtors, creditors, banks, and aging analysis.
- Effective supervision of Treasury management & banking transactions.
- Daily bank position and reconciliation with the previous day's balance.
- Monitor and control accounting software (Climax accounting software SQL-based).
- Supervised Accounts Payables, Receivables & Payroll Management.
- Computing taxes (GST, PST, SST, WHT, ITR, WS)
- Prepare schedules for audit staff for finalization of accounts audit.

## LANGUAGES

English	● ● ● ● ● ●
Urdu	● ● ● ● ● ●
Arabic	● ● ● ● ● ●

## SOFTWARE SKILLS

Advance Excel & Macros (VBA)	★ ★ ★ ★ ★ ★
SAP Finance & Costing (FICO)	★ ★ ★ ★ ★ ★
Intuit Quick Book	★ ★ ★ ★ ★ ★
Xero	★ ★ ★ ★ ★ ★
Tally ERP 9	★ ★ ★ ★ ★ ★
Peachtree	★ ★ ★ ★ ★ ★
Climax SQL based	★ ★ ★ ★ ★ ★
Data Visualization with Tableau	★ ★ ★ ★ ★ ★
Data Visualization with Power BI	★ ★ ★ ★ ★ ★
Microsoft Office	★ ★ ★ ★ ★ ★

## CORE SKILLS

- Preparation of financial statements (IAS & IFRS)
- Financial reporting & ratio analysis with Advance Excel
- Financial reporting & ratio analysis with Power BI
- Financial reporting & ratio analysis with Tableau
- Aging analysis of accounts receivables & payables
- Financial Modeling
- Financial budgeting, forecasting, and Planning
- Computing taxes (VAT, GST, PST, SST, WHT, ITR, WS)
- Costing & variance analysis
- Inventory management
- Payroll management
- Risk management
- Capital expenditure (CAPEX) management
- Treasury management
- Working capital management
- Accounts receivables & payables management
- Good communication - written and oral skills
- Excellent conceptual and analytical skills
- Ability to analyze complex situations and propose the optimal solutions

## PERSONALITY

- Managerial Skills
- Creativity & Result Oriented
- Organized & Self-motivated
- Punctuality & Team work

September 2014 - September 2015

### GLOTECH SERVICES PAKISTAN (PVT) LTD.

Accounts Officer

Responsibilities:

- Efficiently managed the department's routine tasks regarding banks, receivables, payables, fixed assets, payroll, revenue & expenses.
- Preparation & reporting of budgeting & forecasting with periodical controls, Variance analysis, and cost control.
- Review project invoicing, payments, recovery, and dealing with multiple projects.
- provide different reports as per the requirements of management.

December 2012 - July 2014

### ASIA ENGINEERS & CONTRACTORS

Senior Accountant

Responsibilities:

- Finalization of financial statements i.e., balance sheet, profit & loss, cash flow & statement of changes in equity.
- Devised adequate internal controls (policies & SOPs) to mitigate the risks associated with cash, inventories, collections, payments & supplies.
- Prepare schedules for audit staff for finalization of accounts audit.
- Keep and maintain regular control and update the data of accounts receivables and payables.
- Review of journal entries, revenue, expenses, capital, accruals, purchase order, fixed assets inventory, estimates, and monthly banks & accounts reconciliations.
- Implementation and control of accounting software (Tally ERP 9).
- E-filing of withholding Taxes U/S 149, 153, 155 & 165 & annual income tax return.

September 2010 - November 2012

### MS APPARELS

Accountant | Senior Accountant

Responsibilities:

- Recording day-to-day all transactions regarding sales, purchases, and other business-related activities as well as closing and adjusting JVs.
- Ensuring timely payments to vendors after reconciling their accounts.
- Handling disputed matters with suppliers regarding any discrepancy in their accounts and resolving them thereon.
- Stocktaking & counting of fixed assets on a monthly basis and reporting to management.
- Supervised factory payroll system.
- Monitoring and reconciliation of Banks & monthly aging (debtors & creditors).
- Maintain the fixed assets register and the application of depreciation.
- Ensure the accuracy of issued cheques and their supporting documents and pass the same for MD's final approval.
- Petty cash management.
- Sales tax & income tax Management.