

## **FAREED AHMED**

House No. R-10. Al-Badar Society,  
Near Shamsi Hospital, Malir Halt,  
Karachi-75210, Pakistan  
Cell #: 0321-2818089  
[fareed.sea@gmail.com](mailto:fareed.sea@gmail.com)



A self-motivated and hardworking professional, seeking a dynamic and challenging position in a professional organization to make valuable contributions towards the corporate objectives as a vital member of the team.

### **Professional Experience**

#### **Sadaf Enterprises (Ship Breakers & Importers)**

##### **Position Held: Sr.Accounts & Finance Officer**

October 2015 – till date

##### **Responsibilities:**

- Vendor's reconciliation on weekly basis in SAP.
- Customer's reconciliation on weekly basis in SAP.
- Record all payables and receivables in SAP.
- Record all incomings and outgoings in SAP.
- Reconciliation of all banks in SAP.
- Make report of cash and bank balances using SAP on daily basis.
- Make report of Bank Liabilities using SAP on daily basis.
- Make cheque requirement on daily basis.
- ALL activities of book keeping in SAP
- Preparing and Maintaining "Income Tax & Sales Tax" records and e-filing.
- Staff Monthly Payroll Management.
- Online filing EOBI data.(Creating Payment Voucher, Add/Exit Employee, Registration New Employee, EOBI Contribution Sheet Etc.
- Online SESSI Data. (Contribution Sheet, New Employee Registration, Etc.)

#### **Precision Rubber Products Ltd, Karachi.**

##### **Position Held: Sr. Accounts Officer**

April 1998 – October 2015

##### **Responsibilities:**

- Responsible for activities of book keeping on **ERP**
- Handle Cash Management.
- Asset Management
- Responsible for accounts and sales tax audits.
- Responsible for Payables Aging Analysis.
- To monitor sales invoicing, receipts, and to report management sale & purchase aging analysis, receivables and payables reconciliations.
- Responsible for Payroll Management.
- Taxation.
- Responsible for Sales Tax E-Filing.
- Responsible for Income Tax Monthly, Annually Return & Wealth Statement E-Filing.
- Responsible for online filing EOBI data.(Creating Payment Voucher, Add/Exit Employee, Registration New Employee, EOBI Contribution Sheet Etc.
- Responsible for SESSI Contribution Sheet, New Employee Registration, Etc.

## **Experience.**

### **U-NIK FABRICS (PVT.) LTD, Karachi**

Position Held: **Account Assistant / MIS Officer**

October 1995 – April 1998

- a) Preparation of Staff & Workers Payroll.
- b) Reconciliation of bank statements.
- c) Preparation of cheques for payment.
- d) Check all receipt & payment.
- e) Sales & Purchase Ledgers postings.
- f) Prepare cash book.

## **Credentials:**

### **Bachelor of Commerce**

University of Karachi, In 1997

- **1 year Diploma in Computer Software Engineering**  
International College of Computer Sciences in 1995  
Worked as Project Leader on the Following Systems
  1. **Library Systems**
  2. **Financial Accounting System**
  3. **Payroll System**
- **Online Courses**
  - Wordpress
  - SEO
  - Digital Marketing
  - Graphic Design
  - Virtual Assistant
  - Quickbook
  - Video Editing
  - Freelancing
- **05 Levels Completed of English Language Course**  
From Pak American Language Centre. (**2<sup>nd</sup> Position**)

## **Personal Information**

**Father's Name** : **Habib Ahmed (Late)**  
**CNIC** : **42201-0357672-5**  
**Marital Status** : **Married**

## **Hobbies:**

Reading Books.

## **References:**

**Will be furnish on request**