

# Ali Hussain Saifuddin

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## Objective

My objective is to obtain a position in **Accounts & Finance Sector** that will enable me to use my strong organizational skills, work experience, educational background, and ability to work well with people. I also take special interest in updating myself with news and current affairs.

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## Experience Summary

Finalization of Accounts	Stock control	Monthly Reporting
Accounts Receivable Management	Payable Management	Budgeting & Controlling
Bank Reconciliation	Internal Audit Controls	

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## Skills Summary

Able to operate Accounting Software's Good at Spreadsheet (MS Excel) Strong Conceptual Skills	Good Communication skills Team Working Multi-Tasking
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## Current Working Experience Re- Join M/S Penta Couriers

Position Held	: Asst. Manager Finance
Organization	Penta Couriers
Duration	: February, 2019 – Present
Reporting to	: Manager Finance & Director
Profile	: Agent of China, Hong Kong, USA, Far East & Middle East Countries



## Responsibilities:

- ✓ Major focus of trade debtor, follow up them for payment when invoice is due.
- ✓ Check the sale invoices after completion from operation department.
- ✓ Maintain aging schedule of customers.
- ✓ Weekly report to the director for receivable position.
- ✓ Negotiate to the bank for exchange rate when remittance received from our principle.
- ✓ Record the receipt of payment in Peach Tree Software.
- ✓ Maintain complete Cash handling receipt & payment.

### Previous Working Experience

Position Held : **Chief Accountant**  
Organization : **Eastern Trading Corporation**  
Duration : October 2017 – February 2019  
Reporting to : Managing Director



Company Profile : ETC are importers as well as manufacturers of all kinds of Furniture items and Commercial Kitchen Appliances.

### Responsibilities

As an Accountant I am fully responsible for all the accounting transactions **from voucher to Balance Sheet working in accounting software**, my major responsibilities are:

- ✓ Daily Bank Reconciliation.
- ✓ Prepare weekly aging schedule of debtors.
- ✓ Preparation of payments schedule as per availability of funds.
- ✓ Prepare monthly payroll.
- ✓ Prepare Monthly Financial Statements
- ✓ Prepare monthly GST summary.
- ✓ Prepare comparative statement when tender open.
- ✓ Prepare special financial report as required.
- ✓ Maintain proper filing records.
- ✓ Provide necessary documents required in Income tax & sales tax lawyer.

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### Previous Working Experience

Position Held : **Chief Accountant**  
Organization : **Penta Couriers**  
Duration : March, 2009 – Oct, 2017  
Reporting to : Managing Director



Profile : Agent of China, Hong Kong, USA, Far East & Middle East Countries

### Responsibilities:

- ✓ Record all Accounting transaction and prepare Financial Statements in **Telly Software**.
- ✓ Daily Bank Reconciliation.
- ✓ Making age analysis of customers and suppliers
- ✓ Maintain proper records of debtors, and follow up them on particular credit days
- ✓ Daily and monthly checking of agent's invoices
- ✓ Prepare monthly payroll
- ✓ Online submit w.h tax deduction challan
- ✓ Independently deal income tax & sales tax matters with the help of income tax lawyer.
- ✓ Provide necessary documents to income tax lawyer for submission of annual income tax return.

- ✓ Prepare special financial reports assign by the directors.
- ✓ Supervise juniors on their work, conducting timely review and solving their issues regarding area of their work
- ✓ Maintaining Fixed Asset Registers based on class of asset and recording additions & deletion of Assets.
- ✓ Maintain proper filling records.

Position Held : **Accounts Executive**  
 Organization : **Kings Foods Pvt Ltd (Sister concern of Hilal Group)**  
 Reporting to : **Manager Finance**  
 Duration : **August 2007 – Feb 2009**  
 Profile : **Manufacturing sweets and candies in Pakistan.**



### **Responsibilities**

- ✓ Prepare collection receipt vouchers from all over distributors in Pakistan and then deposit the chqs into various banks as per required funds.
- ✓ Obtain daily bank position from Lahore.
- ✓ Prepare monthly W.H Tax challan and submit online
- ✓ Monthly bank reconciliation.
- ✓ Keep proper records of scrape contractors.
- ✓ Making Payroll of employees and handling other employee related matters.
- ✓ Maintaining Accounts receivables and Payable and their related cash inflows/outflow.
- ✓ Record weekly factory expenses.

**All above work done in computer base accounting software.**

Position Held : **Accountant**  
 Organization : **Golden Bridge Building Material LL.**  
 Duration : **January 2007 – June 2007**  
 Reporting to : **Owner**  
 Company Profile : **Importer screws and other fasteners items.**



### **Went for a special assignment**

Record all the accounting transactions in an accounting software from 2004 to 2006 also prepare trial balance, financial statements, banks reconciliation, cash book and stock ledger, also advised the management for their internal controls.

Then after the management install a new accounting software where I worked to draft a proper flow chart of complete accounting cycle and checked the software properly.

Position Held : **Assistant Accountant**

Organization : **Printsol -A separate division of Mushko Electronics (Pvt) Ltd.**

Company Profile : **Importer of high speed printers.**

Duration : **August 2006 – January 2007.**

#### **Responsibilities:**

- ✓ Prepare payment, receipt and journal voucher on computer base accounting software.
- ✓ Maintain stock ledger.
- ✓ Prepare payroll of 15 employees.
- ✓ Maintain proper petty cash record.
- ✓ Independently handle Income tax and Sales tax matters, with the guidance of manager finance

Position Held : **Assistant Treasury**

Organization : **Gulistan Group of Companies**

Company Profile : **Manufacturer of yarn.**

Duration : **July 2005 – July 2006**



#### **Responsibilities**

- ✓ Report to Group Manager Finance.
- ✓ Obtain daily bank balances form different banks accounts (having more than 40 bank accounts.).
- ✓ Prepare monthly financial budget of the Group.
- ✓ Maintain daily pledge.

### **Professional Working Experience**

#### **M/S. Taher Moochhala and Company (Chartered Accountants), Karachi April 2000 - June 2005**

##### **Designation: as Audit Trainee and then promoted to Audit Senior**

Successfully completed Five years training period from (April 25, 2000 to June 25, 2005) with M/s Moochhala Gangat & Company (Chartered Accountants). My experience consisted of diverse audit including manufacturing, insurance, software, freight forwarding, societies, trusts, constructions and service sectors. My responsibilities include:

- Reviewing, assessing and tesing of internal controls
- Supervision and review of work perform by assistants.
- Issuance of management report to the management highlighting weakness in internal controls.
- Assisting in Making and Checking of Company Financial Statements.
- Advising and helping the clients in making internal controls and book keeping of accounts.

**Special Assignment during Audit period:**

Prepare all Vouchers, Ledgers, Trial Balance and Financial Statements of:

- ❖ M/s Texzone from 2003 to 2004
- ❖ M/s Atlas Enterprises from 2003 to 2004
- ❖ M/s Globe Link shipping from 2004 to 2005

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**Education**

**Masters of Business  
Administration.**  
Hamdard University Karachi.

**Bachelors** Govt Commerce College  
Karachi

**Specialization**

**Accounts & Finance**

**Accounting and Commerce**

**Qualification Status**

Successfully Completed – 6<sup>th</sup>  
Semester

Successfully Completed in 2003

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**Personal Profile**

Nationality : Pakistani

Date of Birth : January 06, 1980

Marital Status : Married