

ASAD ZULFIQAR

SUMMARY

MSc Accounting and Finance student, set to complete the program in February 2025, with more than five years of hands-on experience in accounting and finance in Pakistan. Proficient in advanced bookkeeping, account reconciliation, and various accounting software. Possess strong expertise in financial reporting, audit and taxation, complemented by excellent analytical and problem-solving skills. Actively seeking an accountancy role in the UK to apply both professional experience and academic insights. A dedicated team player, adaptable to dynamic work environments, with a commitment to continuous professional development.



PROFESSIONAL EXPERIENCE

Accounts and Finance Manager, 06/2017 - 10/2022

Royal International - Islamabad, Pakistan

- Managed day-to-day bookkeeping, including accounts receivable, payable, and bank reconciliations, ensuring accuracy in financial records.
- Oversaw inventory management, including stock control, reporting, and regular audits to minimise discrepancies.
- Prepared financial reports, including inventory, customer ageing, and debtor/creditor analysis, for management review.
- Conducted monthly bank reconciliations and closed ledgers, ensuring timely and accurate reporting.
- Collaborated with purchasing to reconcile stock and managed import accounting (LCs).
- Implemented ERP based software Business Expert (Technosys), Fast Accounts and Odoo.
- Planned and executed new strategies to increase sales.
- Created price lists and maintained price list database, seeking to consistently improve internal and external pricing reporting systems.
- Coordinated with external auditors during annual reviews, facilitating a transparent and efficient audit process.
- Streamlined accounting processes through the implementation of new software, enhancing efficiency and accuracy.
- Conducted quarterly stock taking in factories and warehouses; recorded and reported missing or lost inventory to directors.
- Trained new staff in stock control procedures, enhancing team efficiency and accuracy.
- Implemented new recovery strategies based on analysis of past cases, significantly improving recovery rates and efficiency.

Accounts Manager, 04/2015 - 05/2017

SRK Food Marketing PVT Ltd - Rawalpindi, Pakistan

- Managed monthly bank reconciliations and ledger closings.
- Handled petty cash and maintained a detailed record of all expenditures, supporting efficient cash flow management.
- Conducted Debtor and Creditor Ageing Analysis, improving cash collection and identifying overdue payments, resulting in a more streamlined credit control process.

CONTACT

Address: Manchester UK OL45JZ ,
(Open to relocating within the UK)

Phone: 07354626157

Email: asadzulfiqar92@outlook.com

SKILLS

- Advanced bookkeeping and accounts reconciliation
- Expertise in ERP (Enterprise Resource Planning) software (QuickBooks, Business Expert (Technosys), Fast Accounts, Odoo)
- Tax reporting and e-filing (FBR web portal)
- Mathematical expertise
- Bank reconciliations
- Software implementation
- Multitasking efficiency

Internal Auditor

- Operational Audit**
 - Dispatch Note Vs Sales Order Variance.
 - Dispatch Note Vs Sales Invoice Variance.
 - Inward Gate Pass Vs Purchase Order Variance.
 - GRN Vs Purchase Invoice Variance.
 - Electricity Consumption Vs Finish Goods Production Variance.
 - Store Issue Requisition Vs Production and Production Planning Variance.
 - Physical Stock Taking Vs Software (System) Balances Variance.
 - Raw Materials Issued Vs Finished Goods and Waste Production Variance.
 - Inter-Company Sales Purchase Variance.

- Ensured accurate and timely data entry into the accounting system, safeguarding the integrity of financial information.
 - Tracked and maintained payments, expenditures, and sales commissions, ensuring alignment with budget forecasts and incentive structures.
 - Enhanced financial efficiency by ensuring timely payment of invoices and managing sales commissions, contributing to improved employee motivation and departmental cost control.
 - Managed monthly tax reporting via the FBR web-portal, filing tax returns for both directors and the business, ensuring compliance with tax regulations.
 - Administering Sales Commission and Incentive Structures.
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EDUCATION

Master of Science , Accounting and Finance
BPP University - Manchester United Kingdom
 (Last term in progress)

Advance Diploma, Accounting and Finance
BPP University - Manchester United Kingdom

Master of Commerce , Finance
Federal Urdu University Art, Science & Technology - Islamabad Pakistan

Bachelors of Commerce , Accounting
The University of Punjab - Lahore Pakistan

Intermediate Certificate, Science
Board of Intermediate and Secondary Education - Rawalpindi Pakistan

Secondary School Certificate, Science
Board of Intermediate and Secondary Education - Mirpur AJK

- Inter-Bank and Company Cash Transfers.
- **Financial Audit**
 - Cash Payment To Supplier Vs Purchase Invoice, GRN and Purchase Order.
 - Cash Receipt from Customers Vs Sales Invoice, Sales Order and Dispatch Note
 - Increase in Receivables Vs Increase in Credit Sales.
 - Increase in Payables Vs Increase in Credit Purchases.
- **System audit**
 - Dummy entries to check whether software is generating reports accurately.
 - Identifying back date entries.
 - Identifying errors in software reports.
- **Stock Management**
 - **Physical Stock Taking Vs Software Closing**
 - Raw materials, Work In Process, Finished Goods, Waste and Recycle.
 - **Analytical review**
 - Analytical review of Sales to Cost of Sale, Selling, Marketing expense and Debtors.
 - Raw Material consumption with Production.
 - **Leadership**
 - Time Management, People Management, Team Player and Motivating Team