



# NAVEED AHMED

MBA FINANCE | MA ECONOMICS | FINANCIAL PLANNING & ANALYSIS |  
CONTROLLING | RECEIVABLES & PAYABLES | SAP | MM | VIM

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## OBJECTIVE

Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals.

To seek and maintain a full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills.

## WORKING EXPERIENCE

### 1. K-ELECTRIC LTD From Apr' 2023 to Present.

I have been appointed as **Assistant Manager** to perform multi-task duties are.

#### FINANCIAL PLANNING, ANALYSIS & CONTROLLING

- \* Responsible for analyzing commercial benefits of upcoming Distribution projects and support business to select best possible options. Conducting in-depth analysis through historic trends to project future performance for visibility for Distribution leadership.
- \* Responsible for overall budget compilation and its controlling while ensuring cash flow.
- \* Convincing users to rationalize user's demand for material and services procurement in line with consumption pattern, execution capabilities, existing stock position and organization's projects targets, by setting within budget limits. This ensures effective use of company's investment.
- \* Assists the Supply Chain in providing timely support to Distribution via ensuring timely supplies at suitable rates and ensuring re-negotiation with suppliers, where rates obtained are not satisfactory.
- \* Negotiation with vendors, sometimes at vendor's premises, to convince on financial terms of material & services, by reviewing the cost models and studying each cost drivers.
- \* Approval of Purchase Approval Summaries (PAS) in accordance with financial mandates and Procurement manual. Communicate insights to Procurement leadership related issues in purchases, mostly related to non-compliance of Procurement Manual (such as single vendor purchases, non-selection of lowest vendors etc.).

### 2. K-ELECTRIC LTD/PRIME HR From Dec' 2018 to Apr' 2023

I was appointed as a **Senior Commercial Officer** and given the opportunity to perform multi-task duties at K-Electric.

#### MATERIAL AND OPERATIONAL PLANNING (M&OP)

- \* M&OP lead for all material procurement and commercial evaluation of all purchase orders and services contracts for distribution.
- \* Managing Supply chain, Inventory management, Purchase approvals and Procurement contracts evaluation.
- \* Analyzing Annual demand of material and service to optimize their quantities to gain efficiency and cost saving.
- \* Leading financial controlling activities for procurement to mitigate financial and business risk.
- \* Analyzing pre-requisites for PQC vendor induction for project services.
- \* Negotiating, scrutinizing, and analyzing vendor quotations and PAS.
- \* Responsible for preparing Finance Monthly Reports pertaining to M&OP like TAT's, Achievements etc.

#### PAYABLE MANAGEMENT

- \* Responsible for review of invoice cycle from recording, parking, and approval for payment in respective GL period.
- \* Review, verify and perform invoices for appropriate documentation prior to payment.
- \* Managing Payable comprising of monthly invoices (Material and Services).
- \* Responsible for vendor & cash reconciliation.

### 3. ORIENT WATER TECHNOLOGIES From Nov' 2017 to Dec' 2018

I was appointed as **Accounts Executive** and given the opportunity to perform multi-task duties.

#### ACCOUNTANT

- \* Responsible for preparation and maintenance of accounts.
- \* Responsible for making reports (receivables, payments & billing etc.).
- \* Prepare and maintain documents like delivery orders, delivery challan and sale invoices.
- \* Process and maintain the payroll of employees.
- \* Reconcile company accounts with the bank statements.

#### PROJECT ACCOUNTANT

- \* Create project accounts in the accounting system and maintain project-related records.
- \* To transfer expenses in and out of project-related accounts and maintain Monthly Cash Flows.
- \* Review and approve supplier invoices, time sheets for work and overhead charges to be applied for projects.
- \* Create or approve all project-related billings to customers.
- \* Investigate all project expenses not billed to customers.
- \* Close out project accounts upon project completion.
- \* To maintain and record Liabilities against Project and Operation & Maintenance.

### 4. MM GROUP OF COMPANIES From Dec' 2012 to Nov' 2017.

I was appointed as an **Assistant Accounts & Finance** where my roles and responsibilities were.

#### CORRESPONDENT WITH BANKERS

- \* Responsible to collect and prepare documents required for obtaining loans (ERF- Export Running Finance)
- \* Involve in dealing with and utilization of forward booking of different currencies.
- \* Responsible for making and preparing documents like; Utilization schedule, Annexure 'D', Substitution letters after the re-payment of loans (ERF).
- \* Responsible to make and prepare the EEI Statement (the statement of export proceeds which tally from different Banks and verify from the State Bank of Pakistan).
- \* Responsible and involved in funds transfers like RTGS etc. from different banks and company to company.
- \* Responsible to bring and reconcile the certificates like Export Performance, Withholding Tax from all banks.

#### ACCOUNTANT

- \* Monitored status of accounts receivable and payable to facilitate prompt processing.
- \* Prepare and maintain documents like delivery order, delivery challan and sale invoices of local trading.
- \* Responsible and involved in collection of sales and recovery from different local buyers.
- \* Responsible to prepare purchase order, GRNs and make payments to vendors.
- \* Reviewed general ledger entries and assessed accuracy.

### EDUCATION

- \* University of Karachi, **MBA-FINANCE**
- \* University of Karachi, **MA-ECONOMICS**
- \* University of Karachi, **B.COM**
- \* Federal Urdu University, **BBA**

### HIGHLIGHTED

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|--|---|
| * Financial Planning & Analysis                    | * Supply Chain Finance                      |
| * Data Analysis                                    | * Creativity                                |
| * Problem solving                                  | * Interpersonal skills                      |
| * Communication                                    | * Critical thinking                         |
| * System knowledge of SAP, Oracle and STC Software | * Proficient in MS Excel, Word & PowerPoint |

### REFERENCE

Will be furnished on request.