

## ***ILTIFAD AHMAD***

***Permanent Address:*** Village Reshun Goal, P/O Reshun  
Tehsil Mastuj District Chitral KPK Pakistan.

***Mailing Address:*** Frontier Ceramics ltd, Plot # 29  
Industrial Estate Jamrud Road Hayatabad Peshawar.

***Cell:*** 0321-9135010 / 0342-9053210

***Email:*** [iltifad119@gmail.com](mailto:iltifad119@gmail.com)



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### **Career Objectives:**

Highly experienced accounting & Finance expert looking for a challenging role at a reputable firm. Bringing more than half a decade of experience to assist with account entries, data recording, compiling and analyzing information, and creating effective systems of data management.

### **Professional Experience:**

**Accounts & Finance Officer, Frontier Ceramics Ltd Peshawar (17-11-2016 to date)**

- Accurately processed Customer Transactions & maintained Cash Drawer.
- Ensure that all accounts are set up and maintained correctly and consistently.
- Provided exceptional Customer Service.
- Entering all Vouchers CPV, CRV, BPV, BRV and JV in Oracle MIS.
- Input of data into the accounting system general ledger.
- Posting all Payments & Petty Cash Handling.
- Processing supplier invoices, including checking, matching, inputting and preparing payment runs.
- Accounts receivable and accounts payable reconciliation & follow-up.
- Disbursement of salaries.
- Reconciling supplier account statements as compared to recorded in system.
- Collecting and recording financial information, and for making sure that account balances are up to date.
- Preparing invoices and receipts; checking and correcting the accounting computations.
- Processing employee expense claims.
- Facilitating purchases perform routine calculations to produce analyses and reports as requested by the Manager Finance.

- Filling and maintaining the documentation of the department.
- Other administration and finance tasks.
- Extend support to Duty Manager Finance in preparing budgets and compiling relevant information.
- Screening incoming calls/e-mails, making notes of essential information.
- Assist Duty Finance Manager in conducting different official tasks.

**Internee Aga Khan Rural Support Program (AKRSP) (01 Jan 2016 to 30 March 2016)**

- Data punching in database.
- Documented office files.
- Drafts materials.
- Daily reporting of ongoing activities
- Participate in Project field duty & assign tasks by project manager.

**Academic Qualifications:**

**M.com (Accounting)**

M.com from University of Peshawar Pakistan in (2015)

**B.com Honor's (Accounts & Management)**

B.com (Hon's) University of Peshawar in (2013)

**B.Com (Banking & Finance)**

B.Com from University of Malakand Pakistan in (2011)

**DBA ( Accounts & Business Administration)**

DBA from KPK BTE Peshawar Pakistan in (2008)

**SSC (Science)**

SSC from BISE Peshawar Pakistan in (2006)

## **Professional & Computer Skills:**

Management Skills, Accounting Cycle, Accounts Reconciliation, Book Keeping, Familiar with Accounting Software, Proficient in MS-Office, Peach Tree Accounting, Quick Books Accounting, Tally ERP 9 & Oracle MIS

## **Languages:**

**English** (Fluently Speak, read and write), **Urdu** (Fluently Speak, read and write), **Pashto** (can read & speak), **Khowar** (Chitrali) (Mother tongue)

## **Personal Information:**

Father's Name	:	Shamsu Khan
Date of Birth	:	12-03-1990
CNIC	:	15202-0284652-5
Gender	:	Male
Nationality	:	Pakistani
Domicile	:	Chitral
Religion	:	Islam
Marital Status	:	Married

## **Reference:**

- Will be provided on demand.