

ASFANDYAR

**CONTACT INFORMATION**

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**OBJECTIVE**

To undertake a challenging career opportunity in which I can utilize my training, skills & experience across avenues of accounting and finance/ Marketing/Public Adminstration

**PROFESSIONAL EXPERIENCE**

**SKY ELECTRIC PVT LTD | Sep 2021 *to till date***

**Working as a Assistant Manager Finance**

Prepared project charter, project requirements and project budget reports

Led cross functional business team in the selection, migration and deployment of company's new financial management system.

Prepared sales tax, income tax, property tax files and submit it to FBR.Prepared amended returns as and when required.

Developed revenue/expense analysis, projections, reports, and project presentations

Advised department executives on spending variances, providing budget analytics and strategic solutions for cost control

Met all corporate benchmarks, expectations, and deadlines

Managed all channel, 3rd party vendor and contractor relationships with extensive cost take out actions.

Analyzed Financial Statements against forecasts and prepared high level variance analysis.

Created detailed financial statement quarter-to-quarter analysis methodology for Senior Management review.

Developed & prepared all financial reports in MS Excel to improve the process analysis and save time.



**Grant Thorton Pvt Ltd | Jan 2018 *to September 2021***

**Working as a Finance Officer**

Prepared monthly financial reports processed the aged accounts and made collection calls when appropriate.

Supporting the management and Chief Finance Officer (CFO) with necessary documentation and reports to have sound strategic decisions.

Analyze, track and prepare privacy indicator reports on an ongoing basis for the Client Privacy Committee. Report may include security incidents, fraud trends, compliance with privacy related policies and procedures, etc.

Prepared executive bonus plan changes, calculations and forecasts

Maintained fixed asset system, ensuring that the system is updated and reconciled to the general ledger

Assembled a formal fixed asset documentation process to include purchase orders, invoices, and budget authorizations; reduced internal control discrepancies.

Design and maintain risk management reports and analysis using SAP, Microsoft Excel, and other business analysis software. Participate in the preparation of monthly reporting and research projects on credit risk and mortgage insurance

Effectively managed billing office, with A/R's and claims appeals for any denials

Reporting to the Chief Financial Officer (CFO) & Chief Executive Officer (CEO) on Daily/Weekly/Monthly basis.

Demonstrated experience with SAP to perform data management, data analyses, financial analyses, designing & analyzing experiments, and building statistical model and analytically derived decision trees

Provided accounting support for derivatives used in structured funding transactions

Substantiates financial transactions by auditing documents.  
Guides accounting clerical staff by coordinating activities and answering questions.  
Reconciles financial discrepancies by collecting and analyzing account information.  
Secures financial information by completing data base backups.  
Maintains financial security by following internal controls.  
Prepares payments by verifying documentation, and requesting disbursements.

**ACADEMIC QUALIFICATION**

* Master in Business Administration MBA(FINANCE),IQRA NATIONAL UNIVERSITY (2019-2020)
* Bachelors of Business Administration (Finance), IBMS University of Agriculture Peshawar KPK in 2015. ***CGPA 3.38***
* F.sc (Pre-Engineering (Peshawar Public School & College Warsak Road Peshawar 2010. ***Grade - A***
* Matriculation (Peshawar Public School & College Warsak Road Peshawar 2008. ***Grade A- 1***

**ACADEMIC AWARDS AND ACHIVEMENT**

* Won Scholarships of HEC for Top Ten & tops eight in 3rdsemester.
* Won a Group presentation on Karachi stock exchange in 2014.
* High Interpersonal and Communication skills.

**PERSONAL INFORMATION**

* Father’s Name: Amanatullah Khan
* Date of Birth: 22/08/1992
* CNIC No: 17301-9319726-9
* Nationality: Pakistani
* Religion: Islam
* Domicile: Mardan
* Marital Status: Single
* Gender: Male

**Computer skills**

* MS Office
* Quick Book
* Oracle ERP
* Peach tree
* SAP ERP