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HR Manager,

Dear Sir/Madam,

I am interested to get opportunity in your nationally renowned Company. I believe I possess the necessary skills and experience you are seeking and would make a valuable addition to your organization.

As my resume indicates, I would like to inform you that I am a Chartered Certified Accountant with progressive experience. I am presently spearheading functions in **Central Power Purchasing Agency (Guaranteed) Limited** (A company Govt. of Pakistan) as **Assistant Manager Finance**. My professional history includes positions, **Senior Finance Executive** at The Monal Group (Islamabad)

I have attached my resume for your review, and I look forward to speaking with you further regarding your available position.

Sincerely yours,

Nadeem Ahmed ACCA

## Nadeem Ahmed

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Skype: Nadeem.ahmed516



### OBJECTIVE

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Play role as an active team player in challenging and learning environment. Where my knowledge and experience add value to the organization, keeping my personal development sustained.

### PROFESSIONAL QUALIFICATION

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**ACCA (Member)** Association of Chartered Certified Accountants – UK



**Master's in commerce** (M Com) From (Pakistan)

Graduation in Economics **2010**

Intermediate **2008**

Matriculation **2003**

### CAREER SUMMARY:

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I am a Chartered Certified Accountant (ACCA) with progressive experience in different Accounting / Finance & Audit related roles. During this tenure, I worked at different levels from vouching to reporting & also deal with the Internal & external Audit related matters. I have the opportunity of gaining experience by way of providing the following nature of general professional services

- Deal with day to day internal financial matters of organization, e.g. financial processing, Bookkeeping & financial reporting.
- Cash flow & bank reconciliations.
- Deal with bank related matters.
- Analyzing & auditing the reports & requisitions received from other departments.
- Ensure the adequate financial management for planned activities.
- Prepare various internal financial & analytical reports on management requisition.

## EXPERIENCE PROFILE

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**CPPA-G (Power sector of Pakistan)**

**Jan 2017 to Present**

**Asst. Manager Finance**

**Reporting to Dy:GM Finance**

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### **Responsibilities:**

#### **(Banking /Treasury) - June 2018 to Present**

- Prepare bank position on daily basis for release of payment to IPPs.
- Daily reconciliation of Banks and submission its report to functional head.
- Reconciliation of Customer export energy (IPPs) with their ledger.
- Reconciliation receipt / collections with DISCOS in order to remove discrepancies (if any) between Balances.
- Provide export energy receipt detail to billing section for imposition of late payment surcharge.
- Check and ensure that receivable movement report is in line with GL.
- Financial audit preparation and coordinate the audit process.
- Preparation of Cash Flow Statement and its monthly review.
- Compliance of daily payment instructions advised by senior management and ensure disbursement to power generation companies.
- Processing of other payments and arrangement for necessary documents like Power Holding, PEPCO and foreign payment for Legal affairs.
- Identifying various queries & reporting issues in ERP system related to treasury section and send to IT department for correction.
- Reconciliation of payment with IPPs on monthly basis.

### **Responsibilities:**

#### **(Billing and Recovery) - Jan-17 to June-2018**

- Receivable from DISCOs and IPPs
- Government Subsidies
- Liaison with NEPRA
- Late Payment Interest
- Deal with Small Power Producer
- Recovery aging analysis
- Dealt with Power Purchase Agency Agreement
- Dealt with NTDC on UoSc and other issues
- Market Operation Fee Calculation
- Debit note to DISCOs against use of system charges payment to NTDC.
- Debit note to DISCOs against market operation fee retention by CPPA.
- Periodic update to the company's Trial Balance, Notes to Accounts, Profit & Loss and Balance Sheet
- Billing to DISCOs on monthly basis
- Received data from Technical department like, No of Units sold and tariff from NEPRA used for billing.
- Billing of Back feed energy and Liquidity Damages to IPPs

**Job responsibilities: -**

- To make company Financial Statement Monthly and Yearly
- Periodic update to the company's Trial Balance, Notes to Accounts, Profit & Loss and Balance Sheet
- To manage all Pre-Payments (Insurance & Rent), Accrual (Salary & Utilities)
- To verify Month End Journal Voucher and finalization of account to statement of Financial Position
- Monitor and analyze accounting data and produce financial reports or statement
- To make entry of Control Account of Material Consumed, Payable & Receivable.
- Establish and enforce proper accounting method, procedure and policies.
- Coordinate and complete annual audit activity with internal and External Auditors.
- Assign Project and direct to staff to ensure compliance and accuracy
- Ensure the reconciliation of inventory stock with financials in ERP
- Conduct monthly stock taking and reporting on differences

**IT SKILLS**

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- ERP (Oracle), quick books
- Can work and understand different types of accounting soft wares.
- Good command on MS. Word, Excel, Outlook & PowerPoint
- Have a good knowledge to use and maintain the Computer.

**LANGUAGES**

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- English, Urdu, Punjabi,

**PERSONAL PROFILE**

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Father's Name	Bashir Ahmed
Date of Birth	15 <sup>th</sup> February 1988
Marital Status	Married
Religion	Islam
Nationality	Pakistani
CNIC #	32203-2644375-9