

Umar Ahmed

Accounting & Finance Professional



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Why *Umar*?

- Qualified and determined accounting & finance professional possessing advanced knowledge of accounting operations, cash flows, bank reconciliations and payables & receivables management with diligence and accuracy.
- Detail-oriented individual capable of aligning accounting activities with company's objectives; adept at preparing financial reports and holds proven record for utilizing software specifically Oracle based ERP module to achieve efficiency.
- Effective team member coordinates with cross-functional teams to prepare vouchers and suppliers and complete internal audits; holds strong grasp over conducting analysis to highlight discrepancies and make corrective actions.

CORE STRENGTHS & ENABLING SKILLS

- Accounting & Finance
- Accounts Management
- Variance Analysis
- Microsoft Word
- Accounts Payable & Receivables
- Internal Auditing
- Taxation Management
- Microsoft Excel
- Financial Reporting
- Team Leadership & Management
- Communication & Presentation Skills
- Microsoft Power Point

PROFESSIONAL EXPERIENCE

Working as "Accounts Officer - Foreign Payments" PIA, April 2017 - Present

SUPPLY CHAIN MANAGEMENT FINANCE

- Proficiently utilizing Oracle ERP accounts payable module for invoicing, pursuing & process payments to foreign vendors related to aircraft parts and allied items.
- Communicate with Supply Chain Management, Suppliers, and Banks to initiate the process of opening a Letter of Credit (LC). Review the LC contract, scrutinize the LC trade documents, fill the electronic import form (EIF) on WEBOC, submit LC documents, and follow up with the Bank to track the status of the LC.
- Communicate with all relevant departments, including Supply Chain Management, Funds Management, Logistic Section, Foreign Receipt Section, General Accounting, and Budget Section, to resolve any queries or discrepancies related to paid advances in a timely manner.
- Record provisions and accruals on monthly basis pertaining to services received by PIA from different international service providers.
- Prepare schedule of payment & effectively communicate with foreign vendors.
- Perform monthly closing of all related accounts efficiently and monitoring the monthly trend.
- Pursuing & process payments of all Earnest money refund cases of potential suppliers participated in tender.
- Correspond with all foreign vendors via email and perform reconciliation of advances paid to foreign vendors.
- Received a letter of appreciation from General Manager Accounting PIA.

AIRCRAFT LEASE FINANCE

- Examine the aircraft lease agreements of each lessor to ensure compliance with lease provisions as per the guidelines of IFRS 16.
- Assess the flight hours and flight cycles to compute the maintenance reserves for each leased aircraft through a detail evaluation.
- Maintain a record of monthly lease rentals and maintenance reserves of each leased aircraft.
- Correspond with lessors for the purpose of reconciliation of lessor's accounts.

ENGINEERING FINANCE

- Proficiently utilizing Oracle ERP accounts receivable module to make receipts and credit memo related to services rendered by PIA to other Airlines.
- Review and evaluate the work orders received from Engineering Business Development (EBD), and promptly generate bills for the customers.
- Perform reconciliation of debtor's accounts with customer record to verify aging, recoveries and prevent any discrepancies.
- Perform netting of customer accounts with payables.

SPECIAL ASSIGNMENT

- Receive cases to be presented in the meeting from concerned person seek for approval from Central Purchase Committee.
- Prepare and circulate agenda of Central Purchase Committee meeting to the members.
- Keeping members informed of what correspondence has been sent out and received.
- Letting members informed about when and where the next meeting held.
- Make a concise brief of each case and present it in the Central Purchase Committee.
- Minute case to case deliberations between the members of the Central Purchase Committee.

PROFESSIONAL QUALIFICATION



ACCA Qualified awarded by Association of Certified Chartered Accounts, United Kingdom (2017)



Bachelor of Commerce awarded by University of Karachi (2015)