

ZULFIQAR ALI CHANNA

SUMMARY

Highly experienced Accounting Professional with over 12 years of expertise in financial management, ERP systems, and regulatory compliance in the oilfield services and banking industries. Proven ability to enhance operational efficiency, manage budgets, and ensure accuracy in financial reporting. Seeking a challenging position in a growth-oriented organization to apply my analytical, interpersonal, and leadership skills.

PROFESSIONAL EXPERIENCE

Assistant Manager Finance

Nuricon Petroservices Pvt Ltd

Jul 2012 - Nov 2024

Company Overview: Oilfield Services

- **Financial Management:** Prepared and finalized annual financial statements, quarterly management accounts, and projected statements for financial institutions to secure leases and financing.
- **ERP, Quickbooks & Odoo Expertise:** Utilized ERP, Quickbooks and Odoo accounting software for financial operations, ensuring timely and accurate transaction recording.
- **Reporting & Analysis:** Delivered weekly aging reports for receivables and payables, managed budgets, and submitted monthly revenue and cost reports by oil well fields.
- **Compliance:** Facilitated repatriation documentation for the State Bank of Pakistan and annual statutory filings with SECP for foreign companies.
- **Accounts Payable Management:** Coordinated with procurement to ensure timely receipt and processing of approved POs, GRNs, and invoices; maintained vendor relationships through prompt query resolution, timely & accurate booking of payables in the software
- **Tax Compliance:** Conducted Monthly e-filing of income tax returns for group companies and reviewed salary sheets for tax deductions.
- **Monthly Reporting:** Submitted consolidated monthly financials to the German head office and maintained EOBI employee contributions.



CONTACT

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COMPUTER SKILLS

- Internet handling
- E-mail handling
- Windows
- Ms Office
- Ms-Word

EDUCATION

BBA (Hons.) - 2011
Finance, Accounting
NUML, Islamabad

HSSC - 2006
Pre-Medical
BISE Larkana, Sindh

SSC - 2004
Science
BISE Larkana, Sindh

Monthly Payroll: Complete employees life cycle, including on-boarding, off-boarding & Performance Review process.

Bank Reconciliation: Monthly Bank Reconciliation for group of companies

Petty Cash: Manage petty cash on Daily basis

Cash Flow: Manage projected cash flow as per required by Management

Account Receivable Management: Weekly receivables aging report to the Management & Booking in Software.

Monthly Sales Tax

Customer Services Officer

Summit Bank

May 2012 - Jul 2012

- Promoted from Trainee Officer to Customer Services Officer, managing branch operations, account opening, remittances, and credit services.

Trainee Officer

Summit Bank

Jan 2012 - Apr 2012

- **Trained in key banking operations:** account opening, clearing, remittances, and credit services.

Assistant Accountant

Nuricon Union Pvt Ltd

Jul 2011 - Jan 2012

Company Overview: Oilfield Services

Bank Reconciliation: Monthly Bank Reconciliation for group of companies

Petty Cash: Manage petty cash on Daily basis

- **Tax Compliance:** Conducted Monthly e-filing of income tax returns for group companies and reviewed salary sheets for tax deductions.

Admin & Finance Officer

Progressive Youth Forum, Islamabad, Pakistan

Jan 2011 - Jun 2011

Company Overview: NGO in Youth Development

- Developed project budgets, managed cash flow, and prepared monthly financial reports for ICCO's youth empowerment projects.
- Conducted project audits and supervised support staff.

Intern

Askari Bank Ltd.

Jan 2011 - Feb 2011

- Gained foundational banking experience in customer service and account management.

ACCOMPLISHMENTS

- **Best Performance Certificate** for organizing the seminar "Marketing in a Changing World: Creating Customer Value and Satisfaction."
- **Recognition from Khubaib Foundation** for outstanding performance in NGO operations.

SKILLS:

- Financial Management & Reporting
- ERP, Quickbooks & Odoo Software Proficiency
- Budgeting & Forecasting
- Regulatory Compliance
- Vendor & Client Relationship Management
- Tax Administration & E-filing

LANGUAGES

- **English:** Fluent
- **Urdu:** Fluent
- **Sindhi:** Fluent

TRAINING & CERTIFICATIONS

- Financial Management & Event Management (10 Days) - AASAAN Foundation, Islamabad
- Universal Declaration of Human Rights (UDHR) & Peace Building

PERSONAL INFORMATION

- Date of birth: 06/09/89

REFERENCES

- References available upon request.