



MAQSOOD ALI

SENIOR EXECUTIVE FINANCE

KHAYABAN E SIR SYED RAWALPINDI, PAKISTAN | 0319-3358330 | MAQSOODALI.CEO@GMAIL.COM |

Objective

To obtain a challenging position in reputable organization like yours to fully utilizes my skills and experience for the growth and success of the organization and also avail the opportunity of professionally advancement (continuous learning & development) and good future.

Experience

PREMIER CHOICE INTERNATIONAL **PHASE 7, BAHRIA TOWN, RAWALPINDI**

Senior Executive Finance | September 2024 – Present

- **Account Receivable:**
Monitor AR process including updating lease/sales orders, creating invoices based on delivery challans or rent schedules, recording invoices in the accounts receivable ledger, monitoring tenant payments and follow-ups, processing payments, matching payments with invoices for knock-off, and updating records.
- **Account Payable:**
Monitoring the AP process including updating purchase orders/Possession certificate, receiving invoices/rent disbursement sheet and verifying with GRN/rent payment received, obtaining approvals, processing payments based on the rent payment schedule, and recording transactions in the accounting system.
- **Compliance & Audit:**
 - Ensure compliance with local tax laws - WHT, sales tax on services
 - Maintain proper documentation of lease agreements, invoices, and payment records
 - Support Tax consultant by providing necessary records
- **Coordination & Support**
 - Work closely with the Property Management team to align financial and operational activities.
 - Communicate with tenants and landlords regarding financial queries
- **Voucher & Cash Book:**
Verify all vouchers and maintain cash book

M/S DELTA PLUS PVT LTD

TARNOL, ISLAMABAD

Senior Executive Finance | December 2015 – June 2024

- Accounts Receivable
 - Vendors Payments
 - Bank Reconciliation
 - Petty Cash Handling
 - Monitor Banking relation & Transaction
 - Assist Tax consultant in various working - Monthly sales tax return, Statements
 - Various Monthly internal reports
 - Process payroll for all employees
 - also responsible for outdoor activities as when required
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Education**BACHELOR OF BUSINESS ADMINISTRATION (HONS)**

SARHAD UNIVERSITY PESHAWAR - FEBRUARY 2010

MARKS (%) - 76%

HIGHER SECONDARY SCHOOL CERTIFICATE (HSSC)

BISE MARDAN - AUGUST 2005

MARKS (%) - 61%

SECONDARY SCHOOL CERTIFICATE (HSSC)

BISE MARDAN – JUNE 2003

MARKS (%) - 74%

**Technical &
professional
Skills**

- QuickBooks
- Microsoft Office
- Peachtree
- IT Diploma
- Accuracy
- Compliance
- Time management
- Team collaboration

Achievements

- Received Distinction Certificate and Trophy for obtaining 2nd position in 3rd semester of BBA (Hons) in 2006
 - Implement a QuickBooks accounting system in M/S Delta Plus Pvt Ltd Company to save time and money
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