|  |  |  |  |
| --- | --- | --- | --- |
| Aqil Khalid  20 years in Accounting & Finance with SAP & ERP Experience | | | |
| (321) 704-6390 | | | |
| aqil\_khalid2002@yahoo.com | | | |
| Education | **ACMA 3Parts** – *Associate of Cost & Management Accountant; to control cost and manage Accounts.* |  | 2008 | |
| **Import / Export Management Certificate.** |  | 2003 | |
| Masters of Business Administration – *Finance* |  | 2001 | |
| **MIS - PGD Management Information System Diploma** |  | 1995 | |
| **B.Sc. - Mathematics & Statistics** – *Resulted in highest award called “First Division”.* |  | 1990 | |
| Professional Experience | Publix Super Markets Inc. Kirkman Publix Orlando -0331 (Part Time)   * Working as a Cashier at Publix Super Markets. * Dealing with customers with a smile to make them feel very important * Efficient scanning and billing and dealing with customers   Accountant – *Oceanair Enterprises Inc. Orlando, FL(Full Time)*   * Post invoices. * Get vouchers from warehouse and match them and fix them if there are any discrepancies with regard to quantity or price. * Processing credit memo or additional invoices. * Perform bank reconciliations. * Perform cash disbursements. * Preparing Financial Statements. | July 2016 – Currently Employed | |
| Mar 2015 – Currently Employed | |
| Assistant Manager Commercial – *Qarshi Industries*   * Ordering and Getting Inventory and securing invoices There is ERP system here. * We made Purchase orders in ERP system. Matching invoices and removing any discrepancies that may arise. * Posting invoices and making payments to vendors through ERP system. * You know in SAP ERP system all employees are linked together and can pull each others information at the same time and can make informed decisions. We pulled sales orders and started to manage inventory to cover the order well in time. | September 2011- December 2014 | |
| Deputy Manager Accounting – **Barkat Textile Mills Limited**   * Ordering and Getting Inventory and securing invoices. * Matching invoices and removing any discrepancies that may arise. * Posting invoices and making payments to vendors. | July 2011 – September 2011 | |
|  | Assistant Manager Sale – **Acro Spinning & Weaving Mills**   * Seeking new Customers. * Sampling to new customers , Costing , Pricing * Getting new orders and forwarding to Manager Production. | March 2009 – April 2011 | |
|  | |
|  | Senior Sourcing Executive – **HNR Company**   * New vendor development and reducing cost * Closely monitoring the utility of the new vendor and utility of the new part * Posting invoices and making payments to vendors | May 2007 – February 2009 | |
|  | Sourcing Officer – **Colony Industries Ltd.**   * Ordering and Getting Inventory and securing invoices * Posting invoices and making payments to vendors | September 2005 – May 2007 | |
|  | Purchase Officer – **Husnain Cotex**   * Ordering and Getting Inventory and securing invoices * Posting invoices and making payments to vendors | October 2001 – August 2005 | |
| Accounts Dept. Management Trainee – ***Packages lTD***   * Punching Purchase orders in SAP ERP system. We worked on cost reduction keeping in view the Sale order prices. * Doing costs and profits analysis. | April 2001 – September 2001 | |
| Accounts Officer – ***B.M.A. Pharma***   * Entering invoices. * Maintaining books of accounts. | September 1995 – December 1998 | |
| Computer Skills | • SAP • Quick Books • Retail Pro • Tax through Jackson Hewitt • Excel • MS Office | | |