

# Faheem Arshad

## Manager Accounts and HR Operations at OneByte

With my experience and knowledge, I would like to bring a major change in system by implementing innovative ideas and ideals. As an intelligent communicator, I would like to interact with lots of people, and work as a self-motivated person for planning organizational procedures and practices.

## Strengths & Skills

- ✓ Microsoft Office
- ✓ Xero - Cloud Based Accounting
- ✓ PeachTree
- ✓ QuickBooks

## Experience 4 years

<b>KUKS</b>	<b>10 months</b>	<b>Jan 2017 - Nov 2017</b>
Consultant Operations		
<b>OneByte</b>	<b>2.6 years</b>	<b>Oct 2015 - Present</b>
Manager Accounts and HR Operation		
<b>Global Institute Lahore</b>	<b>6 months</b>	<b>Oct 2015 - Apr 2016</b>
Visiting Faculty		
<b>The Society Of Accounting</b>	<b>2.9 years</b>	<b>Jun 2015 - Present</b>
<b>Education</b>		
Member Research and Development		
<b>Lahore Leads University</b>	<b>1.5 years</b>	<b>Mar 2014 - Sep 2015</b>
Lecturer		
<b>Amir Alam Khan &amp; Company</b>	<b>3 months</b>	<b>Nov 2013 - Feb 2014</b>
Audit Assistant		
<b>Wateen Telecom Limited</b>	<b>2 months</b>	<b>Sep 2013 - Nov 2013</b>
Finance Intern		

**Evacuee Trust Property Board** 3 months Jan 2013 - Apr 2013

### **Government of Pakistan**

Assistant (BS-14)

**Hailians Academy Of Commerce** 9.9 years Sep 2005 - Aug 2015

Vice Principal

**Pakistan Television Corporation** 2 months Jul 2005 - Sep 2005

### **Limited**

Intern

## Work History

**KUKS** Jan 2017 - Nov 2017

### **Consultant Operations**

- Understand business challenges and translate them into process.
- Facilitate process development initiatives to achieve business goals.
- Identify opportunities for improved operational performance at the organizational level.
- Conduct business operational assessments and deliver recommendations for improvements.
- Provide consultation to management and leaders for operational effectiveness.
- Assist in development of project plan and schedule to achieve project goals.
- Identify and resolve business risks/issues in a timely manner.
- Maintain operation documentation for reference purposes.
- Provide recommendations on business process improvements and best practices.
- Guide operations team on business operations and problem solving skills.

**OneByte** Oct 2015 - Present

### **Manager Accounts and HR Operation**

As Manager Accounts and HR Operations, I am responsible for assisting CEO in the planning, management direction, project completion, employee satisfaction, and financial outcome of assigned projects. My duties includes

- Preparing and maintaining accounts
- Filing of annual Income Tax returns (Individual - Salaries & non- Salaried)
- Deduction and filing of monthly WHT on salaries
- Record and analyze the company's financial information
- Invoicing to clients and recovery feedback
- Manage petty cash and banking affairs
- Payroll Management
- Managing operations within the premises and establishing policies.
- Procurement of goods and other equipment
- Ensures planning, monitoring, and appraisal of employee work
- Training managers to coach and discipline employees and scheduling management reviews/conferences with employees.
- Maintains historical human resource records.
- Assisting/Counseling employees with work matters, career development, personal problems.

- Dealing with grievances and implementing disciplinary procedures.
- Take part in strategic management. Manage day to day operations, finance, and HR related matters.
- Other duties as assigned.

**Global Institute Lahore**

**Oct 2015 - Apr 2016**

## **Visiting Faculty**

Responsible for maintaining discipline in accordance with the university's procedures & encouraging good practice with regard to punctuality, behavior, standards of work and homework. Also in charge of ensuring that the safety and welfare of student is at the centre of all work.

- Business Taxation
- Business Mathematics and statistics
- Cost Accounting
- Auditing

**The Society Of Accounting Education**

**Jun 2015 - Present**

## **Member Research and Development**

To keep members and students in particular and other professionals in general, the Institute as part of Continuing Professional Development (CPD) regularly organizes nationwide trainings, seminars, workshops and conferences. The CPD activity helps in the capacity building and is essential for a professional to remain updated with the changes taking place in the profession. The research and development task of the Institute is amicably responding unprecedented innovations taking place in the profession to benefit members, students, other professionals and industry. It is also benefiting organizations by way of enhancing their productivity, upholding the confidence of investors and stakeholders, ensuring maximum profitability and long-term sustainability.

**Lahore Leads University**

**Mar 2014 - Sep 2015**

## **Lecturer**

**Pakistan, Pakistan**

Responsible for maintaining discipline in accordance with the university's procedures & encouraging good practice with regard to punctuality, behavior, standards of work and homework. Also in charge of ensuring that the safety and welfare of student is at the centre of all work.

Planning and delivering lessons effectively.

- Setting tasks which challenge students and ensure high levels of interest.
- Keeping records of pupil behavior, completing pupil notes following up any incidents.
- Preparing and presenting informative reports to director.
- Contributing to the preparation of Action Plans
- My Job description were to teach the following subject
- Cost Accounting (M.Com, B.Com, BS Accounting and Finance)
- Business Taxation (M.Com, B.Com, BS Accounting and Finance)
- Business Taxation (MBA-PU)
- Business Math & Statistics (M.Com, B.Com, BS Accounting and Finance)
- Business Taxation (UK- Stream)

**Amir Alam Khan & Company**

**Nov 2013 - Feb 2014**

## **Audit Assistant**

Responsible for ensuring that all of the company's financial policies and procedures are effective, accurate and in accordance with industry practices and audit standards.

**Wateen Telecom Limited**

**Sep 2013 - Nov 2013**

## Finance Intern

Worked as intern in Budgeting, Planning & Reporting department my duties were to update record of NFA's and analyzing the nature of expenditure, and assisting in making annual budgets reviewing and analyzing commission policies. Worked in excel atmosphere

**Evacuee Trust Property Board Government of Pakistan**

**Jan 2013 - Apr 2013**

## Assistant (BS-14)

I was responsible for preparing SALARY SHEETS of the employees taking care of deductions to be made including tax deduction, preparation of payments and receipt vouchers manually and posting to ledger, research work on internet for collecting departmental news and feedback about departmental work

**Hailians Academy Of Commerce**

**Sep 2005 - Aug 2015**

## Vice Principal

To keep the record updated and to provide monthly report of students to their parents in PTM. To maintain a good learning atmosphere in the premises. Assist Principal in planning and implementation of new changes according to new policies as per University and Lahore Board rules. To teach the following

- Business Mathematics & Statistics (Intermediate, Graduation, Masters level).
- Statistics (Intermediate Level)
- Cost Accounting (Graduation, Masters Level)
- Business Taxation (Graduation and Masters Level)
- Auditing (Graduation Level)
- Mathematics (Matric)

**Pakistan Television Corporation Limited**

**Jul 2005 - Sep 2005**

## Intern

**Lahore, Pakistan**

Learn how to prepare cheque and deposit slips, updating Store Records, Preparation of salary sheets of the company on Microsoft Excel, Preparation of different vouchers manually and posted to ledgers

## Contact Info

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## Academics

**CMA Finalist | 2017 | 50%**

**Associate Financial Accountant (AFA) | 2015 | 60%**

**Certified Financial and Management Accountants | 2014 | 60%**

**Member Institute of Public Accountants (MIPA) | 2014 | 60%**

**B.Com | 2005 | 66%**

**ICS | 2003 | 55%**

Institute of Cost & Management Accountancy of Pakistan

Institute of Financial Accountant UK, England

The Society of Accounting Education, Lahore

Institute of Public Accountants Australia, Australia

University of the Punjab, Lahore

BISE Lahore, Lahore

Matric | 2001 | 62%

BISE Lahore, Lahore

## Awards

Best Article Award | 2015 Silver Medal | 2015

## Industries

Information Technology Education/Training Banking/Financial Services Accounting/Taxation Broadcasting

## Functional Areas

Accounts | Finance & Financial Services | Teachers/Education | Training & Development | Human Resources

## Languages

Urdu - Native | English - Medium

## Hobbies

Cricket | Volunteering | Internet | Badminton | Table tennis