



Reference # SMEDA-KHI/TS-ABT/09

October 07, 2009

Subject: Training Program on "Accounting and Book Keeping for SMEs"

Dear Sir,

Small and medium enterprises play a very crucial role in economic development of any country. Small and Medium Enterprises Development Authority (SMEDA) is a Federal Government Autonomous body working for the development of SMEs. The primary objective of SMEDA is to provide a fresh impetus to Pakistan's Economy through aggressive SME support programs.

Small & Medium Enterprises Development Authority (SMEDA), in collaboration with Association of Chartered Certified Accountants of Pakistan (ACCA) is organizing a one day training program on subject topic at Institute of Chartered Accountants of Pakistan (ICAP), near 3 Talwar Clifton Karachi on October 21, 2009 from 09:45 a.m. to 05:00 p.m. This course is designed to equip accounting professionals, especially from Small and Medium Enterprises (SMEs) regarding "Accounting & Book Keeping" to manage day to day accounting operations.

Keeping in view the importance of subject workshop we look forward to your participation. Relevant officials from your esteemed organization may please be nominated to attend the subject workshop.

Please contact following person by October 19th, 2009. Registration will be on 'first come, first served basis. Seats are only limited to 35 participants. The program of the workshop is enclosed.

Syed Babar Umar
Management Associate, SMEDA
(babar.umar@smeda.org.pk)
Tel 021-111-111-456, 5610432
Fax # 021-5610572

We look forward to your kind cooperation and prompt reply.

With Best Regards,

Muslim Raza
Provincial Chief
SMEDA Sindh

may be contacted
[Signature]

Small and Medium Enterprise Development Authority

Ministry of Industries & Production

Government of Pakistan

5th Floor, Bahria Complex – II, Molvi Tameezuddin Khan Road, Karachi.

Tel: (021) 111-111-456, 5610432, 5610459 Fax: (021) 5610572 Website: www.smeda.org.pk

Accounting and Book keeping Techniques For SMEs



The Institute of Chartered Accountants of Pakistan (ICAP) is pleased to announce the launch of a new 1-day Chartered Accountants (CA) workshop titled "Accounting & Book Keeping Techniques for SMEs" in Karachi. The workshop is designed to equip accounting professionals, especially from Small and Medium Enterprises (SMEs) regarding "Accounting & Book Keeping" to manage their financial records.

Workshop Contents:

- ✓ Why Book Keeping? Benefits to the owner of business.
- ✓ Basic concepts of book keeping including working capital cycle management, sources of cash, basic elements of balance sheet, profit & loss account and understanding cash flows of business etc.
- ✓ Types of records which should be maintained by small business, detailed discussion on basic concepts and themes including cash book, general ledger, tax register and statements etc.
- ✓ Preparation of basic financial statements including balance sheet, profit & loss account and cash flow statements (Participants will be taught how to prepare basic financial statements of their own business).
- ✓ Working capital cycle: concept and management.
- ✓ Access to finance: Do you need it? (Based on financial statements of your business).

Speakers of Workshop:

- **Mr. Asad Feroze**— Partner in Shoaib Asad & Company, Chartered Accountants and Policy Development Manager ACCA Pakistan

Who Should Attend?

SMEs Owners, Accountants, Finance Managers, Cost and Management Accountants

Program Schedule:

Date & Time: Wednesday, October 21st, 2009 from 09:45 am to 05:00 pm (sharp)

Venue: 1st Floor Training Room, Institute of Chartered Accountants Of Pakistan Near 3 Talwar Clifton Karachi

Fees: Rs. 1000/= per participant (Inclusive of Lunch, tea, training material & certificate)

Registration & Information:

For registration, please contact following person by October 19th, 2009 along with a brief profile detailing name, address and nature of business. Please note that seats are only limited to 35 participants. Nominations will be made on a **'first come, first served basis**.

Syed Babar Umar

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5th Floor, Bahria Complex II M.T. Khan Road, Karachi

Tel: 021-111-111-456, 5610432

Fax: 021-5610572



Registration Form

Name of Program/ Title : "Accounting and Bookkeeping For SMEs"
Date : 21/10/ 2009
Venue : 1st Floor, Institute of Chartered Accountants of
Pakistan, Near 3 Talwar Clifton Karachi

Name of Participant(s) : _____

Company Name : _____

Designation : _____

Office Address : _____

Phone # : _____

Fax # : _____

E-mail Id : _____

Signature of Participant : _____

Accounting and Book keeping Techniques for SMEs



Trainer Profile

Mr. Asad Feroze

Mr. Asad Feroze is a Partner in Shoaib Asad & Company, Chartered Accountants and deals in audit & assurance, taxation and management consultancy matters for his firm. He got his training in audit and assurance services from A.F. Ferguson & Company, Chartered Accountants which are a member firm of Price Waterhouse Coopers. He has rich & diversified exposure in multinational and national organizations.

He is the Chairman Members Network Panel ACCA Pakistan. He has also been selected as ACCA's Ambassador 2009 for our region. He represented Pakistan in ACCA's International Assembly 2008. He has been a member of budget & taxation sub committee of ACCA Pakistan from 2004 to 2007. He is a Life Member of Lahore Tax Bar Association and an ex- executive committee member as well.

He is also a member of Government College University selection board as subject specialist of "Finance". He is a gold medalist and silver medalist in his educational career. He is law graduate as well. He is also a visiting faculty member of The Professional's Academy of Commerce and University of Central Punjab. He teaches ACCA students as well. He has experience of working in number of manufacturing, service sector, education and finance sector.