**SHAHNAM (ACCA, UAECA)**



**ACCOUNTS AND FINANCE MANAGEMENT PROFESSIONAL**

Dubai, United Arab Emirates

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**CAREER OBJECTIVES**

To pursue career as a financial executive with broad experience in all aspects of accounting, auditing and financial management in a progressive organization. Providing opportunity for active participation in a challenging environment for evaluation, planning, co- ordination & expeditious communication of information in a highly reputed business concern, and to further enhance my professional and personal skills

**PROFILE SUMMARY**

Accounts and Finance professional with 5.11 years of practical experierince in accounting and auditing field. Proven record of developing and implementing financial and operational controls, that improve P&L scenario and competitively position. Hands-on managing expertise in Financial Planning and Management, Financial Reporting, Audit and Assurance.

**PROFESSIONAL AND ACADEMIC QUALIFICATION**

*  **Member of Association of Certified Chartered Accountant-United Kingdom**
* **UAECA United Arab Emirate Chartered Accountant**
* **B.com Bachelor in Commerce**

**CAREER SNAPSHOT**

* **Senior Accountant From :01-Nov-2015 to Present**

**Lootah Building & Construction LLC member company of Lootah Group OF Companies- Duabi UAE**

Set up in 1973, Lootah Building & Construction (LBC) started off as just another aspiring construction company. The company proudly ranks among the leading construction companies in the UAE and far Middle East. The Company has undertaken numerous constructions works/ projects for private and public sectors clients specializing in infrastructure development and large-scale projects. It has continually made a significant contribution to the construction industry in UAE.

**Job Responsibilites:**

* Ensures all accounting transactions are recorded and updated in a timely manner projectwise.
* Overseeing all accounts payable invoices to ensure validity and support with approvals; process payments and update records
* Maintaining updated company collection plan with coordination of Project Manager’s.
* Work with the senior management teams to develop the annual plan, including production of budgets, forecasts and capital expenditure plans
* Preparation of Account payable and Account receivable aging report’s.
* Coordinate, prepare and provide reporting variance analysis to ensure quality and reliability of reporting and related processes.
* Management and coordination of the contract review process and related commitments reporting.
* Knowledge of IFRS and current accounting standards and reporting requirements to ensure proper application within the company's close, consolidation and financial reporting processes.
* Assist in the review of accounting concepts, accounting issues, and management and tracking of GL mapping requirements for management reporting and IFRS reporting.
* Solid understanding of ERP systems including working closely with the IT (report development team) to develop, implement and/or maintain accounting and reporting systems including understanding the transactional flow through various systems to ensure accurate financial reporting results.
* Work closely with all teams to improve accounting processes in support of current and new business activities including recommending changes to policies, procedures, and work flow processes that will improve upon the effectiveness and efficiency of the accounting teams, the accounting organization and the business as a whole
* Liaise with internal and external auditors, handle audit and attend audit queries representing corporate finance.
* Participate in developing the management and leadership capabilities of subordinates and peers.
* Assists and supports the Finance Manager and Asst. Finance Manager for monthly book closure and accounting all necessary provision and accrual entries. Any other related duties / projects assigned by the Finance Manager from time to time to meet the business needs
* **Senior Audit Associate Audit firm (Dubai, United Arab Emirates)**

**ABS Audiotrs and Consultant FZC** From:Aug-14 to oct-15

Chartered Accountants

ABS Auditors & Consultants is a progressive medium sized audit firm in UAE helping to accomplish their business interests and financial goals towards growth and profitability

* **Auditor Audit firm (Islamabad, Pakistan)**

**RSM International – Pakistan** From:Jan-12 to jul-14

**Local Partner of RSM Pakistan Avais Hyder Liaquat Nauman, Chartered Accountants (AHLN)** is the sixth largest firm of Pakistan, a firm having largest offices set up in Pakistan having offices at Islamabad, Lahore, Karachi, Quetta, Peshawar, Faisalabad and Kabul, Afghanistan.**RSM International,** the 7th largest accounting and auditing service provider firm in the world.

**Sumamry of Experties as Auditor**

* Meeting with the client management at all levels, for effective and efficient conduct of audits in order to maintain a positive relationship with the client without impairing independence.
* Preparing detailed Financial Statement variance analysis report to devise the risk based audit strategies;
* Preparing observation checklist for various accounting and other operational issues identified during audits, after consultations with engagement partner and manager suggesting corrective action to client;



* Design ,develop and implement Accounting, Financial, Costing, Banking and Treasury relating policies and procedures
* Preparation of feasibility reports for specific project assign.
* Prepares special audit and control reports by collecting, analyzing, and summarizing operating information and trends.
* Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
* Maintains internal control systems by updating audit programs and questionnaires; recommending new policies and procedures.
* Verifies assets and liabilities by comparing items to documentation.
* Appraises adequacy of internal control systems by completing audit questionnaire
* Inspect account books and accounting systems for efficiency, effectiveness, and use of accepted accounting procedures to record transactions.
* Prepare, analyze, and verify annual reports, financial statements, and other records, using accepted accounting and statistical procedures to assess financial condition and facilitate financial planning.
* Audit payroll and personnel records to determine unemployment insurance premiums, workers' compensation coverage, liabilities, and compliance with tax laws

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| **PERSONAL DETAILS** | **IT & COMPUTER PROFICIENCY** |
| **Date of Birth :**February 06, 1992  **Nationality :**Pakistani  **Marital status :**Single  **Visa status :**Employment visa  **Sex :**Male  **Languages :**English, Urdu  **Driving License :**Valid driving license UAE |  Microsoft Office package  *Word, Excel, Power Point, Outlook*   Accounting Packages –Off the Shelf  *Quick Books and Peach Tree, Tally, Focus*   Accounting Packages – Customized  *Oracle R-12, Focus RT, Real Soft, Beams,* |