**SULEMAN**

**Email:<suleman.154534@2freemail.com>**

**Mobile: Whatsapp +971504753686 / +919979971283**

**CAREER SUMMARY**

ACCA & ACMA qualified. Fifteen years of diverse experience in industries covering Hospital, Hotel, Manufacturing, IT, FMCG, and Airlines industries. Some of my professional skills are as follows:

* Preparing periodic Financial Statements in accordance to the applicable laws and IAS/IFRS.
* Preparing Management Accounts, Cash flows, Variances and other management reports.
* Preparation of budgets, forecasts and projections of accounts.
* Preparation of feasibility reports, MIS reports and internal audit reports.
* Implementing credit control and collection/receivables management, credit files (deals) review
* Processing of manufacturing accounting, cost accounting and standard cost.
* Handling all VAT related matters i.e. VAT registration and implementation.
* Handling LC's and document verification.
* Conducting audit, managing audit team,
* Developing financial policies and procedures and update them according.

**PROFESSIONAL AND ACADEMIC EDUCATION**

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| ACCA | The Association of Chartered Certified Accountants, United Kingdom | 2012 |
| ACMA | The Institute of Cost and Management Accountants of Pakistan | 1997 |
| Bachelor of Commerce | University of Karachi | 1990 |

**OUTSTANDING ACHIEVEMENTS**

* Implementation of ERP System & Business Process at Yvolv LLC 2017

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| --- | --- | --- |
|  | Implementation of Budgeting & Cash flow system at Ain Al Khaleej Hospital | 2016 |
|  | Implementation of ERP System & Business Process Re-engineering at Aerotech Aviation FZCO | 2013 |
|  | Implementation of Manufacturing/Cost accounting, Standard Costing /ERP System at IMGC | 2012 |
|  | Implementation of Credit Control and Collection/Receivable Management at Beach Luxury Hotel | 2008 |
|  | Integration of Hotel Billing/Inventory to Finance a/c System at Beach Luxury Hotel | 2009 |



**PROFESSIONAL EXPERIENCE**

C:\Users\abc\Desktop\2017 cv\logo2.png YVOLV LLC – Dubai **– UAE** **From: Sept 2016 – Today**

**(A JV Company by Alibaba Cloud and Meraas) is a technology enterprise offering customized solutions in cloud computing and digital transformation)**

**Finance Manager**

* To lead finance & accounting teams to develop / maintain finance and accounting goals and assuring proper maintenance of accounting records.
* To prepare and presentation of annual budgets, along with strategic planning, capital budget allocations and project finance control.
* To analyze current performance, prioritizing growth opportunities, preparing business model, conducting variance analysis and implementing corrective actions.
* To implement credit control and collection/receivables management, credit files(deals) review and recommend for approval, management of credit controllers and debt collectors, effective credit risk management and compliance with credit policies and procedures, collection Management and Receivables accounting & reporting.
* To develop and propose financial policies and procedures and update them according to business need to maintain an internally controlled workflow.
* To ensure final and interim external audits are carried out in compliance with agreed audit plans and prepare company reply to the auditor’s management letters.
* To handle all VAT related matters i.e. VAT registration and implementation.
* To manage relationships with the banking community for the Negotiation of competitive rates for company and ensure company maintains within agreed credit limits and bank facilities.

 Ain Al Khaleej Hospital **–** **Al Ain, Abu Dhabi - UAE** **From: Jan 2015 – Sept 2016**

**Finance Manager**

* To ensure the establishment of financial and commercial principles (IAS/IFRS), systems, procedures and practices and ensure the timely preparation of financial and management reports and forecasts to senior management
* To prepare and presentation of annual budgets, along with strategic planning, capital budget allocations and project finance control.
* To analyze current performance, prioritizing growth opportunities, preparing business model, conducting variance analysis and implementing corrective actions.
* To implement credit control and collection/receivables management, credit files(deals) review and recommend for approval, management of credit controllers and debt collectors, effective credit risk management and compliance with credit policies and procedures, collection Management and Receivables accounting & reporting.
* To develop and propose financial policies and procedures and update them according to business need to maintain an internally controlled workflow.





**AeroTech Aviation FZCO – Dubai, UAE** **From Nov 2012 – Dec 2014**

(Airlines chartered/Aircraft leasing/Cargo and Logistics/Travelling / Properties Business)

**Group Finance Manager**

* To ensure the establishment of financial and commercial principles (IAS/IFRS), systems, procedures and practices and ensure the timely preparation of financial and management reports and forecasts to senior management.
* To set targets/ budgets for his department, manages activities according to priorities, selects/ develops his subordinates, appraises their performance and motivates them to meet business objectives.
* To monitor inflow / outflow of funds while taking adequate measures to ensure utilization of funds towards accomplishment of objectives
* To review and maintain all contracts and provide comments on negotiation and financial feedback and analysis prior to finalization.
* To maintain a working relationship and to develop additional relationships with banks, financial institutions, Insurance and capital markets with the aim of securing the funds necessary for the operations of the firm, the attainment of its development plans and its investments.

 **International Multi Group of Companies – Karachi, Pakistan From Feb 2010-Oct 2012**

(Manufacture/Trading/FMCG/Retail – Vegetable Ghee/Cooking Oil Factories)

**Finance Manager / Controller**

* To regulate, supervise and implement a timely, full and accurate set of accounting books of the firm.
* To implement continuous financial audit and control systems to monitor the performance of the firm, its flow of funds, the adherence to the budget, the expenditures, the income, the cost of sales and other budgetary items.
* To Process of manufacturing accounting/cost accounting, standard cost/weighted average cost updates, stock valuation, capital expense budget, review of Stock take variances, compiling of annual financial statements and profitability Analysis.



**Beach Luxury Hotel – Karachi, Pakistan** **From Nov 2007-Jan 2010**

(A Hotel of Avari Group - Avari Tower, Avari Lahore Hotel and Avari

Dubai Hotel)

**Financial Controller**

* To ensure timely and accurate preparation of financial and management reports, in compliance with quality, standards, and objectives specified by Corporate Office.
* To ensure that all legal, contractual and licensing documents comply with the legal requirements of the country.
* To implement credit control and collection/receivables management, credit files(deals) review and recommend for approval, management of credit controllers and debt collectors, effective credit risk management and compliance with credit policies and procedures, collection Management and Receivables accounting & reporting.

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**Aga Khan University Hospital (AKUH)- Karachi, Pakistan From Sept 2002- Oct 2007**

**Assistant Manager Finance**

* To lead finance & accounting teams to develop / maintain finance and accounting goals and assuring proper maintenance of accounting records.
* To prepare and presentation of annual budgets, along with strategic planning, capital budget allocations and project finance control.
* To analyze current performance, prioritizing growth opportunities, preparing business model, conducting variance analysis and implementing corrective actions.
* To implement credit control and collection/receivables management, credit files(deals) review and recommend for approval, management of credit controllers and debt collectors, effective credit risk management and compliance with credit policies and procedures, collection Management and Receivables accounting & reporting.



**Aga Khan Health Service, Pakistan AKHSP - Karachi , Pakistan** **From July 1998- Aug 2002**

**Finance Officer**

* To ensure timely and accurate preparation of financial and management reports, in compliance with quality, standards, and objectives specified by Corporate Office.
* To ensure that all legal, contractual and licensing documents comply with the legal requirements of the country.
* To implement credit control and collection/receivables management, credit files(deals) review and recommend for approval, management of credit controllers and debt collectors, effective credit risk management and compliance with credit policies and procedures, collection Management and Receivables accounting & reporting.

**PERSONAL INFORMATION**

Birth date: September 06, 1965 Nationality: Pakistani Residence: Karachi Pakistan