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| **Tahir**  Email: [tahir-235186@2freemail.com](mailto:tahir-235186@2freemail.com) | E:\PERSONAL\CV's\88029.jpg |

Highly organized and detail oriented professional with eighteen years extensive experience in road and building construction projects and Telecommunication accounts, offering services of Financial Accountant for a mid career position. Proficient in time sensitive and fast-paced work environment.

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| KEY AREAS OF EXPERTISE |

□ Financial reporting □ Projects Costing □ Procurement

□ Payables Management □ Contract Accounting □ Budgeting

□ Receivable Management □ Bill Discounting & Settlement □ UAE Vat Accounting

EXPERIENCE

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| PROFESSIONAL EXPERIENCE |

GROUP OF COMPANIES **Oct-2015 to Jun-2019**

**Chief Accountant**

Group undertakes construction and transportation contracts from municipalities and leading construction companies in Sultanate of Oman and the UAE, mostly with Khalid Bin Ahmed & Sons L.L.C, STFA, HLG, Larsen & Toubro Oman L.L.C and Ghantoot Transport and General Contracting LLC. While at DAR, my brief job description included;

* Financial reporting
* Monthly projects profitability reporting
* Receivable & payable management
* Dealing with banks for credit facility matters, Local Bill Discounting, LC payment processing, LTR arrangements
* Payroll processing
* Intra company monthly account reconciliation
* Coordination with auditors during annual audits
* Coordination with auditors in Income Tax Assessment

PRONO & CO. (NIG.) LTD. **Oct-2008 to Aug-2014**

**Project Chief Accountant**

Borini Prono & Co. Nigeria Limited is a subsidiary of Prono s.p.a. I worked as Project Chief Accountant at various state governments funded road/bridge construction projects in north Nigeria. The brief job description included:

* Payable reporting and funds management
* Weekly cash and bank reconciliations
* Bank Reconciliations
* Receivable reporting, Reconciliation of interim statements with approved engineer’s valuation certificates
* Follow-up for outstanding payments with clients (state ministries of works & finance)
* Purchase of direct materials
* Personnel Income Tax Assessments
* Coordination with Board of Internal Revenue Katsina, Kano, Zamfara and Kebbi states in personnel tax audits
* Coordination with Federal Inland Revenue Services in reconciliation of withholding tax credit notes

**PAKISTAN TELECOMMUNICATION COMPANY LIMITED Dec-2007 to Oct-2008**

**Assistant Manager Revenue Accounts**

* To monitor the compliance of contract agreement with banks
* Mapping networks of collection bank branches with lead branches
* Analysis and reconciliation of company’s collection reports with respect to FMRs of processor banks
* Coordination with external auditors, preparation of yearly bank collection schedules.

**PAKNET LIMITED July-2000 to Dec-2007**

# Deputy Manager Internal Audit (May 2005 to December 2007)

* Pre transaction audit of payments in compliance to company’s procurement and internal controls procedures.
* Post transaction audit of monthly revenue accounts.
* Preparation of reports to highlight operational risks and distributing to the relevant departments
* Attending meetings with head of departments to develop an understanding of business processes
* Travelling to different sites to meet relevant staff and obtain documents and information

# Assistant Manager Finance (June-2004 to May 2005)

* Variance analysis of monthly financial statements (Liquidity & Profitability ratios analysis in particular)
* Dealing with banks for running finance/overdraft and letter of credit matters.
* Weekly activity reporting of overdraft accounts to General Manager Finance
* Coordination in preparation of annual budget and business plan.
* Dealing with company’s corporate matters at Companies Registration office
* Assisting company secretary in preparation of board meeting agendas and minutes

# Assistant Manager Revenue (July-2000 to June-2004)

* Invoicing for internet/International bandwidth services to corporate customers and federal government officials
* Bookkeeping for income, receivables and bank receipts.
* Reconciliation of collection bank accounts
* Preparation of receivable aging reports for management and credit recovery department.
* Customized revenue reporting to senior management when required

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| COMPUTER AND IT SKILLS |

* Proficient in use of Windows 10, 8.1, Windows 7 & XP operating systems.
* Proficient in MS Office applications, advance usage of MS Access, Excel , Wordand Outlook
* One-year experience of using SAP FI modules at PTCL and Paknet Limited.
* SAP FI six week Training from ORANET Islamabad (2018)
* Seven years experience of using customized accounting software at Paknet Ltd.
* Four year experience & certification in Tally ERP 9
* Certification in Quick Books 14 and Peach Tree accounting Applications

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| EDUCATION |

* MBA [Banking & Finance] (2002-04)
* B.Sc. [Physics, Mathematics] (1996-98)
* F. Sc. [Pre Engineering] (1994-96)
* Matric (1992-94)

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| LANGUAGE PROFICIENCY |

* English Read, write, Speak (Fluent)
* Urdu/Hindi Read, write, Speak (Fluent)
* Arabic Read, Write, Speak (Basic)

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| PERSONAL INFORMATION |

Nationality : Pakistan

Date of Birth : 11 November 1977

Visa Status : 90 days UAE visit valid till December 18, 2019

Driving License : Light Vehicle License (Oman, Nigeria and Pakistan)

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| REFERENCE |

Will furnish promptly upon request with supporting documents.