Shehzad– Senior Accountant

CA Intermediate, CMA (USA) in Progress, M.A Eco, B.Com

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| ***Professional Summary*** | * Chartered Accountant Intermediate, M.A Eco, B.Com; finance professional with 9 years of professional experience in Auditing, Financial Reporting, Accounting, Business Planning and Financial Management.
* Diverse industry experience sufficient to deal with internal controls, accounting issues and analysis work.
* Result oriented leadership skills to achieve the targets in reasonable time.
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| ***Areas of Expertise*** | * Excellent analytical skills
* Accounting Management
* Financial Management
* MIS reporting
* Cash Flow Management
* Performance management
 | * Feasibilities studies and Business Plan
* Budgeting & Forecasting and variance analysis
* Auditing
* International Financial Reporting Standards and Auditing Standards
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| ***Professional Qualification*** | * **CMA (IMA, USA) – In Progress**
 | * **Chartered Accountant – Intermediate (ICAP)**
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|  | * **M.A Eco**
 | * **B.Com**
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| ***Professional Experience*** | * **Senior Accountant – September 2015 to September 2016**

Worked as **Senior Accountant** – **Etoile (Chalhoub) Group KSA.****Etoile (Chalhoub)** is a leading luxury fashion group in retail industry across Middle East. For past 25 years, the company has established a strong presence in the GCC, that includes UAE, KSA, Kuwait, Qatar, Bahrain and Lebanon. The Group now employs more than 500 personnel and features over 80 high-end fashion boutiques across the region with selected high end brands, such as Chanel, Valentino, Ralph Lauren, Tod’s, Hogan, ISSA London, INGIE Paris and the multi store brand Etoile “La boutique”My responsibilities were**Budgeting*** Preparation of yearly budget based on actual and forecasted results with the recommendation of finance department
* Revision at quarterly and half yearly based on actual results.

**Monthly Closing and Management Reporting*** Updating schedules such as depreciation, prepaid rent, audit fee, trade license, Insurance etc.
* Booking monthly closing entries to ensure all expenses are booked for the month end reporting
* Scrutiny of trail balance and system generated profit and loss to ensure fair presentation of month end reporting
* Preparation of TDB for the management; outlet wise in particular and Company as a whole; presenting month and year to date performance (profit and loss) having comparison with last year and full year budget.

**Brand Reporting** * Preparation of Weekly, Bi-Monthly and Monthly brand performance report for the brand managers and top management
* Preparation of statistical analysis of the sales by season and by month for evaluation of performance
* Preparation of buying budget based on historical data and budgeted sales to forecast the expected buying season-wise in particular and for the year as whole.

**Others*** Preparation of daily sales report based on actual and budgeted sales
* Timely posting of all transactions based on the available and authorized documents
* Maintenance of monthly bank reconciliation statement and reconciliation of suppliers and customers statement
* Preparation of payment vouchers and transfer letters for payment to local and international suppliers
* **Senior Accountant – August 2013 to July 2015**

Worked as **Senior Accountant** - **Retail Fashion** at **Binhendi Group, Dubai, and UAE.****BinHendi Group** is one of the biggest and oldest retailers in the Emirates. The Group is the local partner, or franchisee, for a number of fashion luxury brands, like Hugo Boss, Porsche Design, Billionaire Italian Couture, Paul and Shark, Zilli, Miss Sixty, Ermano Scervino and a host of food and beverage outlets, such as Second Cup, Joe’s Café, Sammach, Burj Al Hamam, Japengo Café and more than 35 F&B sub-franchise. In addition, the Group also owns a construction company, an exchange house, a T.V channel, interior designs company and also has operations in India and Oman.My responsibilities were;**Forecasting and Budgeting*** Set-up yearly budget (Sales Budget, Purchase Budget, Cash budget) based on the assumptions discussed with the head of departments
* Revision of forecasted sales based on actual results at half year end
* Participation in strategic meetings to discuss achievement of budget and yearly targets

**Cash Flow Management*** Management of day-to-day cash functions, including receipts from actual sales incurred and payments required to be made to supplier and assuring that they are in line with payment terms, with the goal of optimize use of cash flow of the company
* Forecasting six month and yearly cash flow with expected receipts and payments to meet the funds required for supplier and other long and short term payments and additional funds required for capex and opex investments.
* Commenting on the cash-flows emphasizing the red areas to be focused upon

**Monthly Closing and MIS Reporting*** Updating schedules such as depreciation, prepaid rent, audit fee, trade license, Insurance etc.
* Booking monthly closing entries to ensure all expenses are booked for the month end reporting
* Scrutiny of trail balance and system generated profit and loss to ensure fair presentation of month end reporting
* Preparation of MIS Report for the management; outlet wise in particular and division wise as a whole; presenting month and year to date performance (profit and loss) having comparison with last year and full year budget.
* Preparation of Dashboard for Management Reporting for statistical analyzation of performance with visual and graphical effects
* Presenting MIS Report and Dashboard to Management in monthly performance meeting and preparing minutes of meeting.

**Audit*** Reporting sales of outlets for the month as per requirement of Mall Management
* Preparation of all schedules as per the requirement of annual and sales audit.
* Performing year end closing activities such as cash count and inventory count.
* Assisting auditor in performing financial and sales audit and providing supporting documents as per the requirements of auditor

**SAP Implementation*** Preparation of GL as per the requirement and implementation of SAP
* Mapping of current GL with the approved GL and Chart of Accounts
* Participate in the implementation of SAP including orientation and training sessions
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|  | * **Audit Supervisor – April 2008 to June 2013**

Worked with **Muniff Ziauddin & Company, Chartered Accountants**, an independent member firm of **BKR International** (as “Supervisory Senior”. The training covered the following responsibilities:* Planning audits by understanding organizational objectives, structure, policies, processes, internal controls, and external regulations; identifying risk areas; preparing audit scope and objectives; preparing audit programs.
* Delegating work , performing reviews and giving appropriate directions for conduct of work
* Assessing compliance with regulations and controls by executing audit program steps; examining and analyzing records, reports, operating practices, and documentation.
* Assessing risks and internal controls by identifying areas of non-compliance; evaluating manual and automated financial processes; identifying process weaknesses and inefficiencies.
* Verification of assets and liabilities by comparing and analyzing items and collateral to documentation.
* Addressing and resolving significant accounting and auditing issues raised during audit.
* Preparing annual financial statements for the purposes of statutory audit and requirements of Securities and Exchange Commission of Pakistan.
* Communicating audit progress and findings by providing information in status meetings; highlighting unresolved issues; and preparing final audit reports.

Mentioned below are the types of audit and job responsibilities where I have provided my services.**Financial Services / Banks**Involved in annual statutory audits and half year reviews of the bank. Areas of my responsibility included treasury operations (including money and capital market), audit of the advances portfolio of the bank and any financial income generating there from in accordance with the requirements of the Prudential Regulations issued by the State Bank of Pakistan, head office functions, branch operations, foreign exchange operations and review of the bank’s compliance with the Code of Corporate Governance and Risk Management Framework (Basel II).**Non-Banking Financial Institution*** Reviews the company operations i.e. finance lease, operating lease, equity and money market investment and related risk management & internal controls
* Review the Due Diligence procedures of credit administration department before disbursement of lease assets to clients.
* Circulate the confirmation letters to lessee to confirm the outstanding balances
* Review that investment has been made according to instruction of board and classification and presentation are according to IAS 32 & 39 and disclosures are according to IFRS 7.

**Statutory Audit*** Involved in the pre audit engagement analysis as a team member and often as job in-charge.
* Performed statutory annual audits and half-yearly reviews of organizations.
* Performed annual stock and cash count
* Ensured that the financial statements were prepared in accordance with the requirements of International Financial Reporting Standards and applicable regulatory and statutory requirements.
* Ensured company’s compliance with the Code of Corporate Governance where applicable and reporting thereon.
* The clients include Construction, Manufacturing Concerns, Trading, Services and Distribution Companies.
* **Finance Officer – February 2006 to January 2007**

Worked in **Mainetti Pakistan** (manufacturers, import/export and sales of plastic hangers and accessories) as a “Finance Officer”. Areas of my responsibility included* Preparation of daily receipt and payment vouchers and management of petty cash expenses
* Preparation of sales and purchase invoices on the basis of dispatch orders and goods received note and other supporting documents.
* Preparation of monthly and yearly bank reconciliation report
* Preparation of Salary sheets as per employee gross salary and applicable tax deduction.
* Posting all transactions in system on daily basis after all supporting documents have been received and approved.
* Preparation of accounts on monthly, quarterly, half yearly and annual basis for management, and banks, and auditors, and reporting significant issues related to accounts, to management.
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| ***Proficiency*** | * English Proficiency: IELTS examination 6 Band (Academic), November 2013
* Experience in working with basic accounting software including Peach Tree, Tally, VE and Quick Book
* User level experience of SAP, Oracle, BAAN, MS Dynamics Navision and Sydat Hyder Accounting Software SHMA G/L (Oracle Based)
* Completed 90-hour Course of Computer Practical Training (CCPT) recommended by the ICAP and
* Proficient in all components of Microsoft Office.
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