**Faisal**

**Faisal.331888@2freemail.com**

**Finance/Accounts Sr. Executive**

Professional Certification: **ACMA** from **ICMAP** having **Membership**

Marital Status**:** Single

Nationality: Pakistani

Visa Status: Visit Visa (Expiry Date 13th February -2017) \_ Dubai, UAE

**Objective:**

To obtain a position as a **Finance/Accounts Sr. Executive** in a challenging environment that demands experience and education in Finance and Accountancy.

**Recent Experience on Projects:**

US Military Projects, ISAF (International Security Assistance Force), NATO (North Atlantic Treaty Organization), Liberty Maritime, DynCorp International, Supreme Groups, & DHL Express.

* **Accounts Executive:** Fast Track Projects & Logistics–Karachi, Pakistan (From Mar-2014 to Dec-2015) Worked on above awarded projects.

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| **Working Experience:** |  |  |

**Designation: Accounts Executive (Mar-2013 to Nov-2016)**

**Organization: Karachi, Pakistan.**

* **Financial Status Analysis:** Supporting Management by advising means of financing (Running Finance, Debt Finance, and Murabaha Finance) taking help of recently produced Financial Statements and Bank Accounts position.
* **Modification to Accounting System:** Selecting chart of Accountsappropriately to review & update **accounting procedures** and following **GAAP, IFRS/IAS, and ISA** to provide reliable Financial Information.
* **Credit Control:** Making checks with banks about a potential customer’s credit rating, having to make decisions as to whether to offer credit to a client, arranging the terms & conditions for any financial agreement, ensuring any payments are made on time, involved in the re-negotiation of agreements, upgrading customer records & ensuring that administrative records are up to date, identifying accounts that will require special attention or investigation, visiting customers & travelling to business meetings, sending out copy invoices; monthly statements & cash allocations, managing data on excel & running age debt report.
* **Quotations & Invoices**: Monitoring of quotation, Ensuring invoices are prepared according to LPO’s and proper delivery of invoices to customers.
* **Daily Banking Status:** Updated daily bank ledger, posting daily cheque received, PDC Cheque deposit, Ensure Cheque cleared into bank, monthly bank reconciliation, LC documents.
* **Account Receivable:** Updating customer Ledger, Follow Up for payments, weekly outstanding Meeting with sales team, Division Manager & CFO, Meeting with customers and reconciliation of SOA and addressing ongoing complaints with concerned billing or servicing.
* **Account Payable:** Payment to supplier & Subcontractor according to LPO terms, Bills booking, getting approval of payment from G.M and cheque preparation, Resolve invoice discrepancies/issues, meeting with suppliers & subcontractors.
* **Cash Flow Management:** Reporting to management weekly collection, weekly payment & expected recovery for next week.
* **Budgeting**: Arranging new sources of finance for the company’s debt facilities, Preparing monthly, quarterly & annually administrative & manufacturing budget of the company with comparison of past data.
* **Month End & Other MIS Reports**: Monthly P&L along with tax computation and tax deduction, Balance Sheet, and preparation of the relevant MIS reports such as Statement of Capital according to prescribed formats and schedules to support senior management for decision-making.
* **Import:** Opening Letter of Credit while correspondence with the bank regarding Payment Schedules, Settling exchange rates for the contract date, Correspondence with Brokers for Quotations, Bill of Lading & Commercial Invoice and arranging for shipping Guarantee & Refunds against Container Security.

**Designation: General Accountant (July 2009 to Feb 2013)**

**Organization: Ateeq Shah & Sons General Trading L.L.C Distribution of Alokozay—Consumer Goods)**

* **Monthly Financial Statements**: Monthly P&L along with tax computation and tax deduction, Balance Sheet, Statement of Cash Flows and preparation of the relevant MIS reports such as Statement of Capital.
* **Bank Reconciliation Statement:** Reconciling all bank balances as per bank statement with cash book balances on weekly basis.
* **Salaries & Overtimes**: Monitoring of salaries, timely transfer of salaries, preparing slips, answering any queries and preparation of overtime and deduction.
* **Liaison**: Developing appropriate relationships with contacts e.g. auditors, solicitors, bankers and statutory regulators.
* **Internal Audit:** Dealing with staff development, ensuring rules and regulation compliance, meeting with auditors to develop business process, managing stakeholder’s expectation through regular communication and audit of finished goods/ raw materials stocks.
* **Fixed Asset Schedule:** Maintaining fixed asset schedule.

**Designation: Accountant (July 2004 to Jun 2009)**

**Organization: Terry World Textile Mills, Karachi, Pakistan**

* **Petty Cash & Expenses:** Checking petty cash expenses, its disbursement and recording into system.
* **Variance & Breakeven analysis**: Price variance, Usage variance, Labor variance, Efficiency Variance and breakeven analysis.
* **Stock Report**: Arrival & Issue Report of both Raw Materials and Finished Goods to GM.
* **Payroll Accounting:** Preparing Salary Sheets with Deductions made & transferring salary to individual accounts (Over 250 staff members) and Overtime preparation and cash payment to workers weekly.
* **Product Costing**: Batch costing, comparison with standard cost, per unit costing.

**Certification:**

**Qualified All exams of ICMAP (Cost and Management Accountant of Pakistan)**,in December, 2013.

**Education:**

**M.Sc (Math)**, 2004 from: University Of Sindh-Pakistan

**B. Sc. Bachelors in Mathematics**, 2002 from: University Of Sindh - Pakistan

**B. Com- Bachelors in Commerce**, 2000 from: University Of Sindh - Pakistan

**Training and professional development:**

* Supervised preparation of improved version of chart of account for SAP implementation purpose and preparation of item codes, master list of vendors and customers.
* Attended seminars on project Management and time Management.

**Skills Summary:**

* Orion ERP
* SCM ( Supply Chain Management)
* Climax Accounting & Peach Tree
* General Math Skills
* Quick Book
* Tally
* Advance Excel
* M.S Word
* SFAS rules
* Deadline-Oriented
* FICO
* Reporting Skills
* Corporate Finance

**Personal Profile:**

* Versatile, dedicated and results-driven finance professional with well enriched in-depth cross functional experience of 7 years with renowned organizations. Wide exposure of accounting policies, procedures with good knowledge of IFRS (International Financial Reporting Standards) and IAS.
* Well versed in Finalization of Accounts, Receivables and Payables Management, Maintenance of GL, and Inventory Management & Banking. Proactive and result oriented approach with broad exposures of accounts and financial management. Effective communication / interpersonal skills; interact positively with a wide range of people, and establish relationships based on respect.

**Language skills**: English, Urdu – Proficient (To read, speak & write). Arabic-Proficient (To read & write), Speak-Average.

**Personal Details:** Passport No: X