**GHULAM SABIR, ACCA**

*Management & Financial Accounts Specialist*

Location : Dubai, UAE

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| **CAREER OBJECTIVE** |

Seeking a professionally challenging and value-adding role in a dynamic organization which involves participation in the formulation of strategic plans and decision making in a culture poised towards leadership both within the work teams and markets being served.

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| **SUMMARY PROFILE** |

* Have more than 4 years of professional experience in Finance & Accounts, while working in supervisory role since last 3 years.
* An associate member of ACCA (UK) since Nov 2016 with the specialization in Advance Taxation (UK), Audit & Assurance.
* Enriched with proven and highly endorsed professional skills set required to efficiently manage finance & account function of any medium size entity from almost every business sector.
* Have solid grip on book-keeping, reporting and data analysis under most commonly implemented ERP solutions like Oracle, SAP FICO 6.0, Quick book and Tally. While highly adaptive and quick learner to any other bespoken ERP solutions.
* Advance level user of MS Excel 2007-16 and pro at automation of routine tasks and management reporting using PIVOTs, MACROs, Charts and advances excel functions.
* Possess demonstrated ability to work effectively and congenially with employees from diverse levels and culture.
* Have proven ability to work under pressure and strict deadlines while giving quality outputs with detail-oriented and analytical evaluation approach.

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| **PROFESSIONAL EXPERIENCE** |

***Sep 2013 – Present***

*Reporting to: Manager & Director Finance*

Sitara Group of Companies have versatile business portfolio within manufacturing, real-estate, education and health sectors. I am currently deputed to manage finance & account function of real-estate and health projects, where my key responsibility is to supervise finance & accounts team of 8-10 subordinates and in addition to this following are my job profile and key accomplishments till to date:

***Job Profile***

* Managing and providing assistance to higher management for formulation of working capital strategies.
* Supervising the scheduled payments of different long-term and short term financing facilities ranging from PKR 200 – 800 million.
* Preparation of time to time feasibility and investment appraisal reports for different projects.
* Supervising the receivables, payables, petty cash, taxation, payroll, fixed assets and inventory management modules to ensure the compliance of SOPs and IFRs where applicable.
* Ensuring monthly & yearly books closing on time, along with preparation of monthly and yearly management accounts as per IFRSs.
* Preparing different performance evaluation reports based on analysis of KPIs, Variances and Financial Ratios for monthly director meeting.
* Reviewing different reconciliations like bank, cash, inventory and fixed asset register before closing of books.
* Maintaining daily cash & bank position to meet budgetary requirements of different departments as well as maintaining free funds to coup with any uncertain financial need.
* Supervising internal audits along with different types of statutory audits as per federal, provisional and company laws.
* Reviewing internal controls and developing SOPs along with suggestion to update MIS to counter weaknesses and associated risks.
* E-filling and tax planning for monthly provincial and federal sales tax on services return.

***Achievements and Accomplishments***

* Created and implemented an excel based model for electricity unit reconciliation, line losses identification, faulty meter identification and costing required for billing and pricing decisions. After successful implementation of this model **lines losses reduced to average of 5% from 13%**, and so the saving cost and ensuring accuracy of billing process.
* Created and implemented a simple excel based model for daily cash & bank position for **5 banks and 3 petty cash floats**. The model is based on **one-click summary dashboard** supported with funds in and out flow details for 5 different SBUs which is currently being used for funds planning & control on daily basis by the organization.
* As a part of tax planning team, provided assistance and detail analysis on tax avoidance scheme resulting **saving approx. 3 million PKR** in shape of tax refunds.
* Successfully conducted 3 statuary audits with un-qualified reports and annual closing as per deadline.
* Given authority after manager as head of department to lead the team of 8-10 subordinates at different locations.

**M.T.O- GAAP Outsourcing *Jan 2013 – Aug 2013***

*Reporting to: Chief Operating Officer*

GAAP Outsourcing is a small team of professionally skilled accountants providing complete back office support to accountants, tax practitioners and accountancy businesses in UK and Channel Islands. I was reporting to CEO and performed following as professional duties:

* Performed book keeping services for many Ireland and UK based sole proprietor and SMEs using different accounting software e.g. peach tree, Quick Book etc.
* Prepared financial statements for different SMEs as per FRSSE framework, by starting from initial transaction recording and ending at financial statements.
* Prepared different analysis as per client requirement like ration analysis, variance analysis report.
* Calculated taxable profits for different SMEs as per UK taxation and updating draft for online submission

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| **PROFESSIONAL EXPERIENCE** |

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| **Qualification** | **Passing Year** | **Institution** | **Achievements / Highlights** |
| **ACCA** (Associate Member) | 2013 | Skans School of Accountancy, Faisalabad  *(ACCA , UK)* | Passed All Papers from F1-P2 in First Attempt.  Specialized in advance auditing and taxation (UK) |
| **B.Com** | 2008 | Punjab College of Commerce, Faisalabad  *(University of the Punjab)* | Secured overall A grade with highest marks in Advance Accounting. |
| **I.Com** | 2006 | Shiblee College of Commerce, Faisalabad  *(B.I.S.E – Faisalabad)* | Secured Overall A Grade with highest marks in Accounting. |
| **Matric**  (Science) | 2004 | Anjuman-e Islamia High School, Faisalabad  *(B.I.S.E – Faisalabad)* | Secured Overall A Grade |

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| **CAREER PROFESSIONAL DEVELOPMENT** |

As part of continuous professional development program honored for attending many online webinars and live seminars conducted and being conducted by ACCA and SECP, detail of some key seminars are as followings:

* Jama Punji- Rational Investments by Director Security Exchange & Commission of Pakistan (*3 hours).*
* IFRS 9, 15 & IAS 12, 18, 32 by Mr. Abu Bakar FCCA, FCA *(6 hours).*
* AAOIFI Accounting Standards by Mr. Yasir Waseem ACA, ACCA, CIA, CISA, CIPA, CSSA *(3 hours).*
* Import & Export Procedure in Pakistan by Mr. Muhammad Ali, ACCA *(3 hours).*
* Exceling MS Excel by Mr. Khurram Khan, MCS, MBA *(21 hours).*
* Indirect Taxes: Current Trend Across MESA by Mr. Chas Roy-Chowdhury Head of Global Taxation *(2 hours).*

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| VOLUNTARY EXPERIENCES |

* Providing support to my colleagues and batch-mates on different projects like implementation of ERP solution and internal controls system reviews of different organization.
* Mentoring and teaching juniors for almost every ACCA paper and subject related to Finance & Accounts.
* Development of internal control management system for a domestic NGO involved in tree-planting and green world development.

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| PERSONAL DETAILS & REFERENCES |

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| Nationality : | Pakistani |
| Age : | 29 Years |
| Visa Status : | Visit Visa |
| Language Known : | Urdu & Punjabi – Bilingual; English – Proficient; Arabic – Basic |
| Reference : | Have good professional & personal references, will be provided when requested. |

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| **GHULAM SABIR – CV No 2020242**  To arrange interview with me, please send your company name, vacancy and salary details to my HR Consultant [cvcontacts@gulfjobseekers.com](mailto:cvcontacts@gulfjobseekers.com) Whatsapp +971504753686  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |