**Shahzad**

[Shahzad.347777@2freemail.com](mailto:Shahzad.347777@2freemail.com)

Proactive and result oriented professional with Over 4 year of accounting and financial management experience. Demonstrated history of creating financial reports that contribute to strategic direction and critical business decisions leading to sustained growth and profitability. Well-disciplined with proven ability to manage multiple initiatives simultaneously, delivering results under straight deadlines. Effective in communication and capable to work with cross-functional and diverse teams to achieve goals.

**Areas of Expertise includes**

|  |  |  |
| --- | --- | --- |
| * Financial Reporting | * Receivable / Payable Management | * Accounts / Bank Reconciliation |
| * IAS / IFRS & GAAP | * Financial analysis | * Credit Analysis / Credit Worthiness |
| * Due Diligence Reports | * Oracle Finance / MS Office | * Controls implementation |

Professional Experience:



Oman Insurance Company PSC

Designation: Project Accountant

Duration: Jan 2016 to Feb 2017

Achievements:

* Coordination with other insurance and reinsurance companies for reconciliations and settlements
* Reconciliation of bank accounts, brokers, accounts payable & accounts receivable
* Provide operational support to Accounts Payable Officer for resolving complex dispute Debit notes, Credit notes by close interaction with the clients.
* Identifying and investigating any irregularities in balances or transactions and co-coordinating with insurance brokers in resolving such issues.
* Ensure that Receipts are properly allocated/netted on monthly basis & Ensuring the ledger is fully reconciled and differences are explained
* Checking, reviewing and ensuring posting of invoices and expense claims
* Reconcile general ledger and clearing accounts to include cash applications for proper classification within the financial system
* Review daily cash receipts and allocate payments against specific transactions within Oracle Finance R12
* Reconciled discrepancies efficiently and in a timely manner for customers & notified supervisor of all issues and trends when required
* Performed Netting of AP/AR in Oracle R12



Ali Akbar Group

Designation: Accountant

Duration: Nov 2013 to Nov 2016

Achievements:

* Prepared financial statements in accordance with IAS, IFRS and GAAP.
* Prepared periodic financial analysis of management reporting.
* Preparation of annual budget, monthly forecasts and projections of accounts.
* Communication with external auditors on accounting issues to ensure auditor agreement with company decisions on accounting disclosures and issues.
* Maintained and updated the fixed assets register of the company on Tally ERP in terms of additions, disposals, transfers, depreciation and reconciled balances with the General Ledger.
* Ensured recording and processing of accounts payable and receivable in Tally ERP and General Ledger and account reconciliations.
* Prepared payroll, bank reconciliation statements and accounting of letter of credit.
* Prepare and Finalize Sales Reports, Statement of accounts and other ad-hoc reports for management.

International Credit Information Limited Pakistan  
 Designation: Credit Analyst  
 Duration: Jan-2012 to Oct-2013  
Achievements:

* Credit Analysts Assess & Make Decisions about Customer Credit Applications Using a Range of Criteria including Purpose of Application, Credit Viability, Customer payment History & Customer Credit-worthiness.
* Gathering Information & Reading Financial Briefings and Assessing, Analyzing & Interpreting Complicated Financial Information
* Visiting Clients & Undertaking Risk Assessment Analysis in align with Company Credit & Exposures within Set Risk Bearing Limits
* Keeping Knowledge of Key Issues Up-to-date (for example legal, market risk and Compliance issues)
* Helping To Enhance the Quality of Credit Applications & Making Recommendations about Procedural/Policy Changes
* Analyzing the Credit Worthiness Reports and Identify High Risk Clients & Escalate As Required For Withdrawal of Credit Prepare Review Statement of Accounts before Sending To Stakeholders
* Maintains Extensive Database of Various Reports, Reviews & Reports Adhering To the Timelines
* Prioritize the Workload & Clearly Communicate Problem Areas Before They Escalate
* Coordination with the banks legal department concerning documentation of transactions in order to optimize protection for the bank within market conventions

Malcus & Myre  
 Designation: ACCA Trainee  
 Duration: Aug-2011 to Dec-2011  
Achievements:

* Devising internal Controls for the new accounting system & developing
* Implementing a computerized Accounting system
* Understanding the nature of business of clients
* Processing financial transaction in QuickBooks
* Updating sales & debtors ledger as well as payment to local vendors
* Salaries & advantages against salaries of employees loan to employees

**Education**

* **Association Chartered Certified Accountant (U.K)**

(ACCA, U.K.)

* **Advanced Diploma in Accounting and Business**

(ACCA, U.K.)

* **Certified Accounting Technician**

(ACCA, U.K.)

**Professional Affiliations**

* **ACCA** - Association of Chartered Certified Accountants – UK.

**Professional Training**

Duration: Jan 2014 to Jun 2014 (6months)

**Oracle Finance, Tally, MS Excel, Quick Books, Peachtree, Xero Cloud Accounting**