 Muhammad

Muhammad.363557@2freemail.com

Broadly experienced Accounts, Audit & Finance Professional with over 22 years of work experience including 16 years in UAE and 5 years in Deloitte & Touche Pakistan. Vast exposure in heading the Accounts , Finance and Audit departments with leading listed companies in Gulf and Pakistan.

Hands on experience in Strategic Financial Management, Financial Planning and analysis, Working Capital Management, Budgeting, Forecasting, Import & Export Decisions, Profit Maximization, Inventory Management & Control, Policy making, Liaising with Banks, Cash Flow Management and Credit Controlling.

Strongly motivated, enthusiastic and committed team leader with excellent analytical skills, problem solving behaviour. Unique expertise in balancing the concerns for people and concerns for tasks

# EMPLOYMENT

Jan 2017 – Present manager accounts & administration – **Great Deal FZC (UAE)**

* Develop and maintain internal control and effective accounting system and policies for the set up.
* Managing and improving the company's entire financial accounting, monitoring and reporting systems.
* Ensuring adequate cash flow to meet the needs of the organization.
* Ensuring all month end journals are posted in a timely and accurate way with appropriate supporting information.
* Playing a strategic role in managing the company’s finances, budgets and associated business interests
* Helping the business to respond in an agile and flexible manner to any business opportunities that may arise
* Fostering a culture of continuous improvement within the various budgeting, accounting and finance departments
* Maintains administrative staff by recruiting, selecting, orienting, and training employees; maintaining a safe and secure work environment; developing personal growth opportunities.
* Improves program and service quality by devising new applications; updating procedures; evaluating system results with users.
* Contributes to team effort by accomplishing related results as needed.

 Feb 2010 – Aug 2016 CHIEF ACCOUNTANT – **Aal Mir Group of Companies (UAE & Oman)**

* Perform cash flow forecasting, budgeting and working closely with the operations and project teams in analyzing margins, variances and cost analysis.
* Develop and maintain internal control and effective accounting system and policies for the set up.
* Experience of analysing data, providing financial advice, supporting new business projects and planning budgets.
* Thorough understanding of financial & business processes in various departments such as Sales, HR & Marketing.
* Preparing the company’s annual reports and accounts & ensuring they are robust and delivered in a timely fashion.
* Handling full Spectrum of financial and cost accounting role eg, AR, AP, GL, forecasting, budgetin etc
* Understanding of book-keeping principles, debt management, and of computerised accounting software packages.

 June 2000 –Feb 2010 MANAGER ACCOUNTS **– CGI LIMITED / CHENONE STORES JAFZA (UAE)**

* Managing the préparation of monthly & annual accounts and ensuring that financial results are accurate, relevant and produced in accordance with group reporting requirements.
* Ascertaining that reports are effective and will contribute in decision making of the management.
* Forecasting company’s budget and preparing the same in accordance with the set objectives.
* Managing the control of company’s assets and liabilities with its current valuation.
* Reassessing the current position of pre payments, accruals, staff costs and wages.
* Scrutinizing company expenses, supplier invoices and arrangement of payments.
* Maintaining an involvement in debtor’s management as per the company’s objectives.
* Leading a team of junior accounts executive as per company’s requirement.
* Managing collection of data, identification of problems, and establishment of facts & conclusion of data.

 Oct 1997 – June 2000 deputy manager accounts– **CHENONE STORES LTD (Pakistan)**

* Preparation of monthly & annual accounts of the company.
* Preparation of Cash Flows & Budget.
* Reconciliation of Accounts Payable, Accounts Receivable & General Ledger & review the work of Junior assistants.
* Managing Letters of Credit for import & Export of goods
* Preparation of Income tax & Sales Tax Statement of the Company in line with Income tax ordinance & Sales Tax Act of Pakistan

Sep 1996 – Oct 1997 senior accountant – **HABIB IHSAN FABRICS LTD (Pakistan)**

* Managed the preparation of financial statements, monthly bank reconciliations, schedules for Income tax Department & external auditors and product wise budget for management and clients.
* Prepared and organized various schedules and details for external auditors and submitted to different government agencies.
* Managed the preparation of monthly journals, stock valuation and monthly cash flow statement for purpose of margin calculations.
* Supervised the periodical inventories and attended the operation’s management queries and related correspondence in coordination with its accounting needs.
* Prepared inventory reconciliations; monitored accordingly the warehouse issues and receivables.
* Coordinated the smooth business activities between client executives and finance group

1993 – 1996 senior aUDITOR – **Deloitte & Touche Chartered Accountants (Pakistan)**

* Executed audit and accounting assignments of manufacturing, trading, insurance, banks and public sector companies in accordance with international accounting standards, international auditing guidelines and other relevant statutes.
* Project the overall audit and description of audit programs.
* Evaluated the client’s internal control environment and the preparation of narration notes.
* Managed the application of auditing techniques on financial statements in accordance with international accounting standards and other relevant statutes.
* Supervised and evaluated the audit work performed by assistants.
* Managed the documentation of audit work papers.
* Prepared financial statements with narrative notes from incomplete record of small size concerns.

# EDUCATION

 1989 – 1993 chARTERED ACCOUNTANT - INTERMEDIATE– **ICAP KARACHI PAKISTAN**

 1986 – 1988 BACHELOrE IN COMMERCE – **The University of Punjab – Lahore Pakistan**

 1984 – 1986 FSC - science – **Government College Faisalabad Pakistan**

# AWARDS

 2013 CERTIFICATE OF APPRECIATION – AAL MIR GROUP

(For being pro-active and adding value to it team successfully study, DESIGN, DEVELOP & implement in house new erp application based on microsoft rdbms and vb.net)

 2005 BEST MANAGER OVER ALL CATEGORY – CHENONE STORES

# Co-Curricular

 Search Engine Optimization.

 Sports such as Badminton, and Cricket.

 ERP Packages

# Skills

 Microsoft RDBMS and VB.net ★★★★★★★★★★

 Peachtree ★★★★★★★★★★

 TALLY ★★★★★★★★★★

 ACCPAC ★★★★★★★★★★

 Microsoft Excel ★★★★★★★★★★

 Microsoft Word ★★★★★★★★★★

 Microsoft Powerpoint ★★★★★★★★★★

 **UAE Driving License Valid till 2021**

 **Free Zone Employment Visa Valid till 2019.**