**Muhammad**

[**Muhammad.368107@2freemail.com**](mailto:Muhammad.368107@2freemail.com)

**SUMMARY:**

Strategic and analytic finance professional with 10 year of success in financial reporting, analysis and project management. Accomplished and result oriented professional who consistently met the deadline. Thrives in high pressure environment. Excellent financial reporting, budgeting, forecasting, management and team building skills.

**HIGHLIGHTS:**

* Daily Cashflow
* MIS
* Budgeting
* Audit of the Annual Accounts(KPMG)
* Forecasting
* Business Plan
* Bank Guarantees, Import & Export LC

**EXPERIENCE:**

**AL TAYER GROUP LLC (AATI CONTRACTS)**

**FINANCIAL ANALYST – JAN 2009 to CURRENT**

* Provide support, service and advise on all financial matters to the company‘s management, i.e. budget preparation, and presentation, management accounting, MIS and all other financial and nonfinancial reports and statements.
* Liaise with all central and company departments for budgeting and forecasting purposes. Ensure timely audit of the annual accounts.
* Carry out inventory control function: like approval of orders, opening of L/Cs, insurance, review of inventory ageing etc., to ensure that laid down norms are observed.
* Ensure that credit limit controls and procedures are observed. Review collection and ageing of debtors. Advise management on credit limits and provide MIS and exception reporting.
* Monitor internal/ external payments on a timely basis and exercise internal controls so that payments are made as per the approved terms for goods and services supplied. Exercise controls on other purchases and services.
* Ensure that all accounting entries are incorporated in the company accounts after they have been approved. Ensure that accounts are kept up to date to reflect all the transactions of the business, including all reconciliation with the bankers, debtors, creditors and groups companies.
* Monitor bank balances against the facilities to ensure that the company operates within the approved facilities. Project cash flows and advise appropriate authorities in case of likely shortfall. Ensure controls are exercised in cash collections, cash held and banking.
* Ensure proper insurance cover for the company‘s assets in coordination with corporate finance.
* Review monthly/Annual closing activities in accordance with corporate policies and IFRS and ensure timely submission of monthly management reports.

**ORIENT TRAVELS**

**ACCOUNTS SUPERVISOR – APR 2007 to DEC 2009**

* Bank Reconciliation
* Approver of AR, AP & GL positngs
* Airline Sales Reports
* Cash Management
* Assisting in Annual Audit

**EDUCATION:**

* M.COM (Master’s in Commerce) – Major Accounting (2003-05)
* Bachelors of Science: Major - Mathematics

**COMPETENCIES:**

* Collaboration
* Integrity and Trust
* Learning Agility
* Managing Diversity
* Managing and Measuring Work
* Problem Solving
* Self-Development
* Timely Decision Making

**FUNCTIONAL SKILLS:**

* Knowledge/ experience in international accounting practice in a computerized environment.
* PC Literate with good Excel knowledge and exposure to ERP solutions
* Familiar with International Financial Reporting Standards.
* Ability to analyze financial issues.
* Good analytical, numerical and research skills.
* Good organizational and planning abilities, including the ability to deal with/work under pressure and tight deadlines.
* Communicate effectively and have excellent negotiation skills.