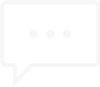
## SUMMARY

Accomplished **financial expert**, with **more than 15 years** of expertise in accounting, finance management and planning to support key business decisions through strategic financial data and in-depth knowledge of organizations corporate objectives and core business models.

Being **strategic business partner** manages and communicates financial information towards non- finance business units through strong financial/internal control and reporting skills while ensuring that all statutory and corporate obligations are met.

**AREAS OF EXPERTISE**

Budgeting & forecasting Financial Planning Financial Modeling

Cost control Auditing

Payroll accounting

ERP Environment (SAP)

Internal control Risk management Variance analysis

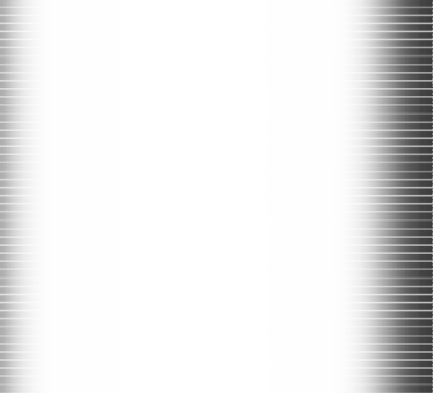
Project management Performance management Change management Cash flow management

Investment Planning Financial reporting Accounts reconciliation Balance Sheet reconciliation Management accounting ISO 9001 & 14001

Taxation

## WORK EXPERIENCE

**BUSINESS UNIT CONTROLLER BOROUGE - ABU DHABI**



**MUHAMMAD**

Cost / Financial Controller

[**MUHAMMAD.372707@2freemail.com**](mailto:MUHAMMAD.372707@2freemail.com)

2007 - PRESENT

## CONTROLLER - BUDGETING & COST CONTROL (March 2012 - Present)

**Responsibilities:**

Group financial focal point through team of cost analysts Responsible for profitability KPI performance

Manage overall Group’s OPEX and CAPEX activities in compliance with International Accounting Standards

Develop Group’s five-year corporate financial and business plans Manage overall Borouge manpower cost planning & budgeting process. Manage Group fixed cost planning & budgeting process

Advise leadership on cost management of various HR strategic projects Manage people taxation matters on various company projects

Manage all Group financial audit matters

Supporting Borouge Human Capital work streams successful integration within new ADNOC operating model

## Achievements:

Successful mentoring and development of young UAE Nationals under Corporate Emiratization strategy

Represent Human Capital & Administration in Owners finance committee Internal auditor for ISO compliance standards (9001 & 14001)

Introduced various cost efficient initiatives to reduce group fixed cost

## SENIOR COST ANALYST (May 2009 - February 2012)

**Responsibilities:**

Liaise between Finance & Administration Group related to financial matters

Manage Owners financials related to HR / Manpower activities Review cost management (invoice management, petty cash etc.) processes through internal control tools

Liaise with workforce planning teams to develop consolidated manpower budgets for overall Borouge manpower requirements

Responsible to develop and consolidate overall Group's input related to OPEX budget requirements

Develop consolidated CAPEX needs for all functions within the Group Process and report monthly Administration group accruals to Accounts team

Develop activity based cost analysis and related financial reports for management review

Prepare and submit monthly fixed cost report to Group leadership with justifications for variances

## Achievements:

Developed and implemented group financial Delegation of Authority Managed financials of People Strategies for major expansion projects Successfully established costing principles for manning needs from Owners

## COST ANALYST (April 2007 - April 2009)

**Responsibilities:**

Perform as functional focal point for all cost related activities Coordinate with Accounts department for all invoices of respective function

Responsible for functional petty cash management

Plan short- and long-term cash flow requirements of the function and assess related financial performance

Liaise with business to develop or renew cost administrative contracts Develop function fixed cost budgets as financial targets and business needs

Responsible for company training budget based on training needs analysis

Perform necessary budget vs. actual cost for the functions

Examine accounting records and perform necessary cost rectification actions

Prepare and submit monthly fixed cost report to Functional leadership with justification for variances

Assist functional leadership in all financial audits

## Achievements:

Developed cost management processes as per business requirements Developed functional monthly cost accrual process

## PAYROLL ACCOUNTING SUPERVISOR KELLOGG BROWN & ROOTS - DUBAI 2005 - 2007

**PAYROLL ACCOUNTING SUPERVISOR (March 2006 - March 2007) PAYROLL ACCOUNTANT (March 2005 - February 2006)**

**Responsibilities:**

Led team of four payroll accountants

Involved in SAP rollout process for Payroll Accounting

Developed activity based reconciliation process for payroll accounting Responsible for Balance Sheet management and reconciliations Responsible for P&L accounts reconciliations

Managed employees 401K as well as U.S. based taxation matters Involved in SOX activities

Managed month end closeout processes for payroll accounting Management reports on to accounts reconciliations and financial closure

## Achievements:

Successfully implemented SAP payroll accounting system. Declared ‘Most Valued-added Performer’ for Q4-2006

## FINANCIAL ACCOUNTANT

**SAMSUNG GULF ELECTRONICS - DUBAI**

2002 - 2005

## Responsibilities:

Responsible for Non-trade/marketing accounting activities

Handled Trade receivables process along with customers reconciliations Managed periodic vendors account reconciliations

Managed cash flow activities by placing high liquidity in high yielding assets

Responsible to update Samsung Global Treasury system on daily basis Managed banks related accounting entries and related reconciliations Involved in audit processes

Management reporting

## ACADEMIC DETAILS

**MASTERS IN BUSINESS ECONOMICS UNIVERSITY OF THE PUNJAB**

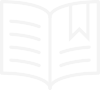
2000 - 2002

## BACHELOR OF COMMERCE UNIVERSITY OF THE PUNJAB 1998 - 2000

Financial management Budget and forecasting Managerial accounting

Taxation Auditing Accounting

PROFESSIONAL SKILLS

 **SKILLS**

PERSONAL SKILLS

Certified ISO Auditor Certified Cost Controller CPE Certifications

SAP reporting SAP accounting

Project accounting & management

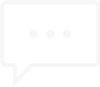
Leadership Negotiation Mentoring Accuracy Analytical

Decision making Problem Solving Trainings & Development Team management Result oriented

COMPUTER SKILLS

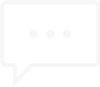
SAP Accounting & Controlling module SAP HR module

MS Office

**DOB:** 03 June 1980

**Nationality:** Pakistani

## PERSONAL DETAILS

 **REFERENCES**

Available upon request.