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# Umar

# Email Address: [Umar.373933@2freemail.com](mailto:Umar.373933@2freemail.com)

**Objective:**

To employ my knowledge and experience with the intention of securing a professional career with opportunity for challenges and career advancement, while gaining knowledge of new skills and expertise and continue my education in the financial field.

**Professional Qualification**



* Association of chartered Certified Accountant (ACCA), **UK,** (Affiliate)
* MSC in Profession Accountancy (Cont.) **(UNIVERSITY OF LONDON)**

**Diplomas and Certificates**

1. Advanced Diploma in Accounting and Business- Jan 2016

2. Certificate in Financial and Management Accounting- June 2014

3. Certificate in Strategic Planning, Setting Prices & Inventory Management. (HP Life)

**Experience**

**Name of Company: ELITE FOODS GENERAL TRADING LLC**

**Designation: Financial Accountant**

**Duration: March 2017- till Date**

**Place: DUBAI CREEK TOWER, Dubai, United Arab Emirates**

**Responsibilities:**

* **Responsible for the Implementation of Microsoft Dynamics Navision and Design SOPs for Every Departments Linked with Accounts & Finance Department.**
* Liaison with Different Stakeholders (E.g. Banks, Owner, Government Departments, Customers & vendors) of the Business and Provide them their Relevant Information.
* Preparing monthly Snapshot reports for all operational business units and management, which include financial analysis of Profit & Loss and Balance Sheet, ratio analysis and budget comparisons.
* Preparing monthly snapshot consolidation that includes; quarterly cash flow analysis, Forecasting Revenue, receivable analysis, revenue and profit analysis.
* Analyzing identified expense areas to detailed level and consolidates of all expense areas and presents it to management and Design Controls to Reduce Cost.
* Supporting the annual budgets through providing assistance and back up for all business units throughout the different phases of the budget preparation (original Budget and revised Budget).
* Monthly Analysis of Slow & Fast-Moving inventory and Inform Procurement Manger About it To Make The Procurement Plan Accordingly.
* Conducting financial feasibility for various projects through assessing the financial of the projects provided by the Sales and any other concerned department and calculating the IRR assuring it meets the minimum requirement of the company, and accordingly providing recommendation to top finance management team.
* Scenario Analysis for different Scenario and Make Revenue, Cost, Gross Profit & Other Operational Cost Projections Based on Business & Financial Risk with the help of Equity Beta Factor.
* Identify and Set Different KPIs against the Critical Success factor of sales, Procurement, operational department and help HR to assess the performance of each department.

**Name of Company: Qavi & Co. Chartered Accountants**

**Designation: Audit Assistant**

**Duration: June 2014- SEP 2016**

**Place: Lahore, Pakistan**

* + - Performed Risk based Audits of Clients in vast categories of business i.e. Construction, Manufacturing, Textile, Outsourcing and automobile.
    - Vouching the various sections of financial statements i.e. Payables, receivables, and cost of goods sold.
    - Evaluated internal controls to identify operational weaknesses, design deficiencies and provide recommendations.
    - Reviewed financial records to ensure compliance with implemented accounting policies and procedures.
    - Assisted my team in various due diligence assignments.
    - Give Indirect Tax Consultation like With-Holding Tax, & Sale Tax Procedure, calculation and Payable.
    - Help Clients in Their Security & Exchange Commission Filings.
    - Involved in Designing All the Accounting and Cost Control Procedure for Three Different Clients in Different Sectors. (FMCG, Construction & Trading)

**Areas of Expertise**

* + - Financial Data Analysis & Financial Projection of Revenue, CGS & Operating expenses.
    - Advance Excel (IF Analysis, **VLOOKUP**, Statistical Analysis, PivotTables And **Macros**)
    - Accounts, Cash & inventory Management, Fixed Asset Register Management.
    - Cost/Benefit Analysis, Budgeting & Analysis.
    - Financial Reporting as per IAS & IFRS.

**Key Skills & Competencies**

* Have Experience and Able to Implement **Microsoft Dynamics Navision** System.
* Able to co-ordinate and manage all aspects Value Added Tax Administration.
* Able to prioritize individual workloads as per deadlines.
* Ability to manage multiple tasks simultaneously.
* Experience of offering Financial Management, accountancy & business development advice to clients.
* Up to date with all current International Financial Reporting Standards.

**Personal**

Date of Birth : 29th Nov 1991

References : Can be furnished on request

I hereby certified that the above statements are true and correct. After you’ve reviewed my resume, I would welcome an opportunity to discuss your company’s goals and talk to you about the value that I can bring to your Company by effectively using my abilities and skills.