SALEEM



*ACCA, BSc.*

**CONTACT** **LOCATION**

<saleem.380540@2freemail.com>

Mobile: Whatsapp +971504753686 / +919979971283

101 Al Waleed 3 Plaza,

Oud maitha, Dubai,

United Arab Emirates.

**INTRODUCTION**



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| **ABOUT ME** |  | A dedicated professional having experience in working with professional services firms across Taxation, |  |
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|  |  | Audit and Business Advisory line of services. Having diversified professional experience of handling |  |
|  |  | clients in different sectors that range across Hospitality, Healthcare, Pharmaceuticals, Information |  |
|  |  | Technology, Travel and Tourism, Facilities Management, Trading and Real Estate, with exposure to large |  |
|  |  | entities under IFRS framework. Strong appreciation of working with different ERPs. Have used modern |  |
|  |  | and sophisticated data analytical tools in providing services to client along with acquisition of in-depth |  |
|  |  | knowledge of IFRSs. |  |

**WORK EXPERIENCE**



**STERLING AUDITING UAE**

**Manager – Audit & Business Advisory**



Oct 2017 – Present

Dubai – UAE

**SMC UAE**

**Senior Associate - Risk Advisory**

**Services**

May 2016 – Oct 2017



Dubai – UAE

**BRIEF**

I work in the firm as a **Manager** **–** **Audit & Business Advisory** and directly reports to Partners. As an Audit Manager, I am responsible to oversee day-to-day operations of audit engagements and closely work with the team to tackle accounting, auditing, and other issues, while using audit tools and technology. This requires me to be involved in all stages of audit (planning, execution and reporting). I also have **UK VAT** experience and currently assisting companies in UAE exclusively with VAT implementation, VAT registration and tax consulting.

**DUTIES & RESPONSIBILITIES**

* Lead multiple audit assignments simultaneously being the key contact person for the allocated assignments.
* Coordinate with clients in respect of allocated assignments at the start of the allocation and prepare detailed project plan and communicate/ agree on dates and schedules with the client.
* Understand the client's requirement in detail. Discuss with colleagues, organize ideas logically and present thoughts rationally and confidently.
* Guide and train subordinates on both technical and operational matters.
* Review of deliverables to ensure quality deliverables are delivered to Partners for review.
* Be a team player, treat everyone equally & respectfully. Be open to accepting the work. Support senior colleagues in the allocated work. Demonstrate the ability to handle multiple engagements.
* Demonstrate the ability to find a solution of any technical or project management issue faced.
* Responsible to complete allocated complex VAT advisory and compliance assignments/tasks.
* Review VAT advisory issues identified by subordinates and draft technical positions for review of Partners.
* Prepare reports and communicate findings and recommendations to the client and agree with

them.

**MAJOR CLIENTS**

* Al Yaquob Group, Four Points by Sheraton Dubai, Marriott Executive Apartments Dubai
* London Crown Hotels Group, Sheraton JBR & HABN Real Estate Development LLC.

**BRIEF**

Joined as senior associate in risk advisory services department in Sharp Management Consultants (SMC) and worked in different sectors that range across Healthcare & Pharmaceuticals, Information Technology, Travel and Tourism, Facilities Management, Trading and Real Estate.

**DUTIES & RESPONSIBILITIES**

* Assist in developing the internal audit plan by carrying out risk assessment for functional areas across business units.
* Develop risk and control matrix through discussion with the Business Units Managers to identify risks and controls
* Develop flow chart/ process understanding to document specific processes carried out for achieving outcomes and subsequently identify gaps
* Prepare audit programs to test the controls.
* Perform tests to check controls and identify gaps and recommend corrective measures
* Prepare internal audit report to document exceptions and issues and gain management agreement on the responses and time frames for further achievement of desired results.

**MAJOR CLIENTS**

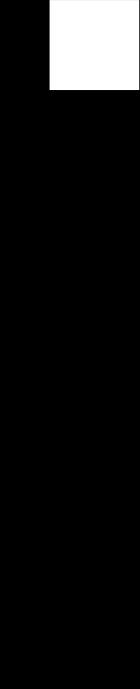
**EXPERIENCE** *CONTINUED…*



**Baker Tilly UAE**

**Senior Associate – Audit &**

**Assurance**



Jun 2013 – Apr 2016

Dubai – UAE

**HES Chartered Accountants Associate – Audit & Assurance**



Feb 2011 – Apr 2013

Dubai, UAE

**Tax Focus Accountancy (UK based Outsource Firm)**

**Associate – Indirect Taxation** Sep 2009 –Dec 2010 Peshawar, Pakistan

**BRIEF**

Baker Tilly UAE, an independent member firm of Baker Tilly International which is world’s eighth largest audit, accounting and consulting group employing more than 30,000 professionals in 147 countries through member firms. Joined as an associate in audit and assurance line of service. I was involved in providing assurance services to our portfolio of international and local clients. I was responsible for the execution of the Baker Tilly’s risk-based audit approach and leading audit teams during the fieldwork. Earned rapid growth and promoted to senior associate within three years of service.

**BRIEF**

Joined as an associate in Audit and Assurance Department. Worked mainly on external audit & compilation assignments. Assisted in carrying out quality audit and other assurance services to clients, Identified and communicated accounting and auditing matters to managers and partners and interacted with clients to help ensure that the information flow from the client to the audit team is efficient.

**BRIEF**

Joined as an associate in Indirect Taxation (VAT) Department. Worked mainly on Accounts Preparation and VAT. Assisting Clients in issues regarding VAT and making VAT returns for clients. Preparing accounts in various accounting software for many UK based clients.

* Preparation of quarterly, half yearly and full year final accounts for companies.
* Preparation of monthly bank reconciliations for different UK based Clients.
* Preparation of monthly cash flow statements.
* **Input and Out VAT calculations and filing online VAT return**.

**KNOWLEDGE & ACHIEVEMENTS**

 **KNOWLEDGE**



 **ACHIEVEMENTS**

* Firm knowledge on International Financial Reporting Standards (IFRS), International Standards on Auditing (ISA) and **Federal Decree Law No. 8 of 2017 on Value Added Tax (VAT).**
* Good knowledge of ERPs such as SAP, QuickBooks, Tally, Peachtree and others.
* First class in BSc Hons in applied accounting from Oxford Brookes University by submitting research thesis.
* First place distinction in Diploma in Business Administration (DBA).



**EDUCATION**



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| **ACCA** | |  | **ACCA** |  |
|  |  |
|  |  |  | ACCA Member |  |
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|  |  |  |  |  |
| **BACHELORS** |  |  | **B.Sc Hons in Applied Accounting** |  |
|  |  |  |
|  |  |  |
|  |  |  | First Class Honours |  |
|  |  |  |  |  |



**CORE COMPETENCIES**



International Financial Reporting Standards (IFRS)

International Standards on Auditing (ISA’s)

**Value Added Tax (VAT) U.A.E & U.K**

Financial Statements analysis

Microsoft office, SAP, Oracle, Focus, QuickBooks and CAAT’s

**SOFT SKILLS**



Decision making, honest, energetic, innovation, multitasking Interpersonal and communication skills

Leadership skills

Patience, stress management, time management, flexibility Problem solving, positive attitude, team work

**PERSONAL**

**DETAIL**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | − | 30th April 1990 |  | **LANGUAGES** | | |  |  |
| Date of Birth |  |  |  |  |  |  |
| Driving License | − | UAE |  | English | |  |  |  |
|  |  |  |  |
| Marital Status | − | Single |  | Urdu | | |  |  |
| Nationality | − | Pakistani |  | Pashto | |  |  |  |
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