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| **IRFAN**  **EXPERIENCE:** 15 years  **EDUCATIONAL QUALIFICATIONS: ACCA FINALIST&** CIMA BUSINESS CERTIFICATE  **CURRENT LOCATION:** Dubai, UAE  **EMAIL:** [irfan.383559@2freemail.com](mailto:irfan.383559@2freemail.com)  **Visa Status:** Long Term Valid  INTERNATIONAL OIL AND GAS EXPERIENCED PROFESSIONAL | **C:\Users\Guest1\Desktop\987.jpg** |

**Summary of Career:**

**Expert in:** Contract and Project Risk Management & Compliance | Financial Management | SAP FICO | Vendor Management | Financial Strategies | Business Accounting | Financial Analysis & Reporting | Treasury Management | Global Accounting System | Internal Monitoring Activities | Revenue Generation | Business Growth | Cost Optimization | VAT Expert | Operational Budgets | SOX Expert | Supply Chain Management

Seasoned and goal-focused Accounting Leader with 17+ years of track record in leading preparation and analysis of financial reports, budgets, and forecasts while keeping complex accounting objectives. In-depth experience across corporate finance, VAT tax assessments, accounting, and investor functions. Possess multiple skills covering many accounting areas such as cost control principals, ledger analysis, financial reports, budgeting, auditing practices, and economic regulations’ resourceful leader exhibits proven expertise in driving efficiency and productivity through evaluation of financial management systems and implementation of process improvements.

**MAJOR ROLES IN VARIOUS ORGANIZATIONS:**

* Senior Financial accountant responsible to report to the head office UK, England on every month. Consolidated accounts preparation under the SOX, IFRS and internal and external regulatory compliances. Supervising external auditors, Joint venture partner audit and Milan Italy internal audit activities on a yearly basis
* Treasury Specialist role responsible for fund management, ensure supplier payment on time ,Cash call arrangement to the partner. Have the ability to lead cross-functional teams in completing short and long term projects, achieving company goals & objectives, streamlining budgets & departmental spend.
* Compliance and vendor management responsible for preparation of policies and procedure, implementation of procedure within the company under the guidelines of eni head office. Prequalification, due diligence of the vendors and shortlist of the vendor against each requisition and creating high-impact strategies for tender process, and implementing procedures, to mitigate risk and optimize performance.

**EDUCATIONAL QUALIFICATIONS:**

* **BACHELOR OF COMMERCE**
* **ASSOCIATE OF CERTIFIED CHARTERED ACCOUNTANT (ACCA FINALIST)**
* **CERTIFIED MANAGEMENT ACCOUNTANT (BUSINESS CERTIFICATE IN ACCOUNTING)**

**TRAININGS/ SEMINARS/ CO-CURRICULAR ACTIVITIES:**

**Professional Trainings:**

* Excel Training Course, Training and Development institute of Pakistan
* Supply Chain Management Course, Pakistan Institute of Management
* OHSAS 18001:2007 quality concern In House Training Course
* On Job Procurement Training in Milan Italy

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**International Trainings:**

* Training Course on Contract and Project Risk Management & Compliances by Glomacs UK, Dubai
* Training Course on Project Risk Management & Compliances by Glomacs UK ,Dubai
* On Job Training for Familiarization Session pertain to Contract Management conducted by eni S.p.A, Milan
* Attended“ Introduction to Oil & Gas Industries” training course conducted by ENI Corporate University, Milan ITALY
* Material Transportation System
* Italian Law Model 231Certified

**EMPLOYMENT RECORD:**

*eni is an*[*Italian*](https://en.wikipedia.org/wiki/Italy)*multinational*[*oil*](https://en.wikipedia.org/wiki/Petroleum)*and*[*gas*](https://en.wikipedia.org/wiki/Natural_gas)*company headquartered in*[*Rome*](https://en.wikipedia.org/wiki/Rome)*. Considered one of the global*[*super majors*](https://en.wikipedia.org/wiki/Supermajors)*, it has operations in 79 countries, and is currently world's 11th largest industrial company.*

**eni S.p.A Operation in Pakistan** 09/2008– till date

***Senior General Ledger Accountant,***

*Improved efficiency and guaranteed accurate reporting of monthly-consolidated financial statements and management reports, while ensuring accuracy and timeliness of transaction processing and monthly-end close.*

Succeed in streamlining and administering general accounting and JV activities, such as books closure, bill submission, and non-operated JV billings recording meet monthly closing deadlines. Shoulder the responsibility for closing books as per the schedule, and ensuring timely submission of monthly billing statements for operated assets with the ledger. Generate reports for MASTRO, highlight deficient areas, and suggest solutions for improvements.

***Key Accomplishments:***

* Built collaborative with staff members to revise closing schedule and achieve reporting deadlines from Milan.
* Formulated financial statements for IFRS, local statutory, and UK & US GAAP, and supervised annual audits and inventory count in order to ensure availability and renewal of insurance coverage on timely basis.
* Structured processes and procedures to simplify day-to-day functions and took initiative to ensure timely completion of successful customer accounts reconciliations.

***Treasury Specialist,***

*Called sufficient funds from the Joint Venture( JV)partners and ENI head office global financial corporate functions to ensure smooth running of ENI Pakistan operations.*

Played a key role as a Treasury specialist, directed daily activities of treasury functions, and presented reports to the global corporate group ENI; into the PSFM financial module. Oversaw preparation of financial forecasts, prepared actual vs. budget and variance analysis, and provided corporate office on a monthly and quarterly basis.

***Key Accomplishments:***

* Organized financing of development projects from ECC and lending agencies to execute and record treasury transactions in an efficient manner, while following ENI Pakistan Finance policies and procedure.
* Proficiently arranged subsequent payments to vendors and government agencies, as well as headed a fund of US$ 300M through cash calls and medium term loans.

***Compliance and Vendor Management Coordinator,***

*Acted as an interface with firm's audit department to perform periodic compliance audits, optimize processes andtakesignificant economies to the contemplated transactions.*

Formulated policies and procedures as per the management guide lines. Worked in financial and procurement compliances under the frame work of Sarbanes Oxley act(SOX). Monitored anti money laundering activities like supervising external audit, model 231 audit (as per the Italian law), statutory audit, joint venture partner audit, inventor counts and other related activities pertaining to oil and gas sector.

***Key Accomplishments:***

* Led in house monitoring of functions and functioned in collaboration with upstream compliance to engage in self-assessment activities and ensure an active reporting cycle to the Head Office.
* Ensured compliance with ENI group policies related to procurement and vendor management activities.
* With a tendency to thrive in fast faced business environment ;improved vendor database to make procurement processes more competitive both qualitatively and quantitatively.

**JAWED BROSS LABEL IND. (PVT.) LTD, Karachi**

***Accounts Executives***

* Monitored client’s month-end close and performed revenue recognition and expense allocations.
* Analyzed monthly operating results against budget and created management accounts in every aspect including job costing reports, while maintaining standard operating procedures & policies.

**Prior Experience:**

*An Audit Supervisor for Munif Ziauddin& CO (Chartered Accountant), Karachi (07/2005 – 07/2007),*

*Following list of clients: Banks, Financial institutes, on Banking Financial institutes, Textile and consulting firms.*

*Audit Assistant for Riaz Ahmad, Saqib, Gohar& CO. (Chartered Accountants), karachi(02/2003 – 06/2005),*

*Karsaz Trading Private Limited, Karachi(07/1999 – 09/2002)*

*ACCOUNTANT*

**LANGUAGE PROFICIENCY:**

* English and Urdu