**Nadeem**, SAP FICO



## **FS Finalization | Consolidation | Budgeting |**

##  **Financial & Business Analyst | IFRS Specialist | Auditing | VAT Management**

*Nadeem-397750@gulfjobseeker.com*

*Visa Status: Employment Visa*

**FINANCE & ACCOUNTS PROFESSIONAL**

**PROFESSIONAL PROFILE**

* A career spanning round 11 years
* Harmony Group of Companies-Contracting **-**Accounts Manager/Senior Accountant – Manufacturing, supply and fixing of joinery fit outs and Interior Decor, Glass & Aluminum, Marble & Stone
* **2**Years FMCG General Trading Experience Dubai **–** Accounts cumImport Manager
* 3.5 Years**PKFF.R.A.N.T.S. & CO CHARTERED ACCOUNTANTS** – Senior Supervisor Audit & Corporate Tax
* **3** Years **CH. ASIF NAZIR AND CO**– Accounts Manager/Executive
* Chartered Accountant (CAF)
* Project reporting, cost benefit analysis, project Cash flow management.
* Experience in LC, LG, bills/cheque discounting, overdraft facilities, long term/short term loans.
* Experience in general ledger (GL), accounts receivable(AR), account payable (AP), purchase ledger (PL), sale ledger (SL), fixed assets (FA) and inventory at different organizations both in ERP and other Accounting Packages.
* Preparation of complete set of financial statements including cash flow statement.
* Preparation of budgets, forecasts and cash flows.
* Payroll-WPS experience as per UAE Labor Law.
* Production and executionof statutory and internal financial reports.
* Implementation of ERP systems and development of business processes.
* Comprehensive knowledge and experience of usage of following soft wares:
* SAP FICO (Consultant) Sage 50, Quick Books, ERP packages, Financial Accounting System (Oracle), FACTS (Microsoft SQL), Realsoft& Right ERP (Corel Reports), Tally ERP9.
* Advance User of:
* MS Excel, MS Word, MS outlook

**Professional Experience**

**Accounts Manager (May 2016 – Till Date)**

**Abu Dhabi-UAE**

**Contributions-Area of Impact:**

* **Preparation of Financial Statements** in accordance with IFRSs and IASs (International Financial Reporting and Accounting Standards)
* Coordinating with **auditors** for successful annual audit.
* Maintaining financial statements in **ERP**.
* Maintaining the records of Accounts Receivable, Reconciliations and following up with customers for collections with respect to the agreements thereof.
* Handling Payables, reconciliations and scheduling payments in line with company cash flows and payment terms thereof.
* Handling L/C, L/G, Short Term Long Term Loans and other Financial Deals.
* Preparation of **budgets, forecasts and cash flows** in lieu of proactive financial management.
* Preparation of quarterly & annual standalone/consolidated statements including Statement of Financial Position and Statement of Comprehensive Income in accordance with IFRS’s and IASs.
* **Payroll management** as per UAE labor law
* **Reconciliation** of all receipts/payments against respective invoices and allocation as well.
* Periodical inventory taking; weekly, monthly reconciliation of physical stock with movements thereof.
* Supervising store staff and Development of SOPs in order to ensure proper functioning of store receipts and issuances thereof.

**Achievements:**

* Implementation of ERP
* Improved collection from customers.
* Project Costing and performance analysis.

**SENIOR ACCOUNTANT (JANUARY 2014 – MARCH 2016)**

**GENERAL TRADING LLC - Dubai – U.A.E (FMCG)**

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**Contributions-Area of Impact:**

* Preparation of Financial Statements as per IFRSs and IASs
* Managing Bank Facilities-LC, Short and Long Term Loans,
* Handling Imports related matters effectively and efficiently and foreign payments thereof.
* Effectively and efficiently handled accounts receivables assuring minimized cash loss or bad debt.
* Effectively scrutinizing the accounts payables, reconciliation and authenticity of payments to suppliers
* Cash management and treasury duties and overseeing the Payroll process.
* Cash & Cash Disbursements - Make sure to deposit all cheque (current & PD) / Cash on time.
* Bank reconciliation and look after of company petty cash.
* Periodical inventory taking; weekly, monthly reconciliation of physical stock with movement thereof.
* Managing payroll-preparation and disbursements (WPS)

**Achievements:**

* Implementation of new accounting system (FACTS –Microsoft SQL-) assuring unitary level reporting and analysis of inventory while integrating purchases and sales.
* Improved cash collection from customers.

**AUDIT SUPERVISOR & CORPORATE TAX ASSOCIATE (March 2010–Oct 2013)**

**PKF F.R.A.N.T.S. AND COMPANY, CHARTERED ACCOUNTANTS**

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| Leading Audit, Assurance and Taxation services providing firm. |  |

**Contributions-Area of Impact:**

During my tenure at firm I have been assigned various responsibilities depending on the nature of assignment including statuary audits, internal audits, and assurance engagements.

In Tax Department my responsibilities were: Preparation of annual withholding tax statements, annual returns of total income, computations regarding taxable income, income tax liability including advance taxand income tax memorandum charts. A brief summary of my experience is as follows:

**Conducted Statutory and Internal Audit of the following Clients**

**Annual Audits& Corporate Tax**

* Sialkot International Airport Limited
* Port Services Limited
* Sialkot Dry Port Trust
* Madinatul-Ilm (Guarantee Limited) - (Real Estate – **32000 kanal** area housing society)
* Port Services Limited – (Transportation and freight services nationwide)
* Qarshi Research (pvt) Limited – (Research and development of new medicines and beverages).
* Qarshi Industries (pvt) Limited – (Manufacturer and exporter of herbal medicines round the globe).
* National Communications Services (SMC-PVT) Limited; (**Dunya T.V – Media Channel**)
* Blue Horizon (Pvt) Limited (award winning Exporter of Working and Fashion Gloves)
* Purechem (pvt) Limited – (Manufacturer and distributor of chemicals at national and international level)
* Muhammad Ali Jinnah University - (Karachi and Islamabad)
* University of Central Punjab
* Child And Social Development Organization (educational program- **UNO** based Project)
* Punjab Group of Colleges, Lahore ( More than 250 branches across the country)
* Allied School System (more than 300 branches across the country)
* Makkah Foundation Society (Educational Project- more than 3 branches)

**Special Assignments**:

* Madina-Tul-Ilm (Guarantee Limited), **Real estate**;Costing of 32000 Kanal Land comprising period of 10 years
* Taj Company Limited (**Liquidation**)
* Leather Village Tannery (**Fraud Detection**)
* Naseer+FareedChem(**Fraud Detection**)

**Achievements:**

* Promoted to the role of Senior Audit Team Incharge within 6 months.
* Successfully handled the complex clients and detected frauds.

**ACCOUNTS EXECUTIVE (August 2003 – January 2006)**

**Ch. AsifNazir and Co.**

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| Shel Petroleum, Caltex Petroleum, Lubricants and Pesticides business at large scale in the area. |  |

**Contributions-Area of Impact:**

* Prepares special financial reports by collecting, analyzing, and summarizing account information and trends.
* Record and rectify general ledger transactions and subsidiary ledgers transactions.
* Verify and record provisions and adjust periodic advances, prepayments and provisions.
* Authenticate and countersign the balance confirmation certificate of Accounts Payable and receivables
* Dealing with the Bankers and other financiers ensure timely reconciliation of balances.
* Verify the interest charged by financiers.

**QUALIFICATIONS**

* Chartered Accountant(f) – Accounting and Finance
* Graduate

**PERSONAL INFORMATION**

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| **Languages:** Urdu, English, Arabic, Hindi,**Date of Birth:** 1985  | **Religion:**Islam**UAE Driving License** |