



Shahidali789@yahoo.com, Pakistani, Living in LHR, ASAP Joining

Mobile/Whatsapp: +971502139239/923228413155 ,UAE Driving License, Married,

CAREER OBJECTIVE

Secure a position where my qualities of a fast learner and abilities to take new challenges can be used

CAREER SUMMARY

As a **Finance** graduate with cross-functional competencies in all phases of business processes. Solid interpersonal skills with the ability to contribute as a team player and interface with professionals on all levels with confidence, determination and focus. Strengths Include:

General Ledger	Supply Chain/Import/Export	IT Skills(ERP Modules ,Foxpro,
Accounts/Reconciliations	Project Account/Finance	MS Office, Peachtree)
Financial Reporting & Analysis	Cost & Variance Analysis	Interpersonal Skills
Budgeting & Forecasting	VAT	Communication Skills
Banking Facilities	Cash Flow Management	Team Player, Adaptable

WORK EXPERIENCE

Mauqah Technology LLC

Industry: **IT & Apps Development**

Manpower: >50

Reported to: CEO

Finance Manager

May19 to March20

Achievements:

- Implemented Sage 50, 2019 version and developed Accounts & Finance department.

Responsibilities:

- Daily Cash flow Management, supervision of Fixed Deposit Accounts, Banking Guarantees.
- Overall Managing Banking matters, verifying bank reconciliations, vouching.
- Handled procurement activities, made comparison sheets and order placement.
- Verification of vendor quotes, terms, Local Purchase orders, invoices, Aging and reconciliation.
- Job ledger reviews and ensuring cost allocation to the right projects and monthly analysis.
- Supervision of construction projects, company representation in Governmental bodies and dealing with international suppliers for material arrangements.

OFFSET CONSTRUCTION LLC

Industry: **Industrial & Building Construction**

Manpower: >700

Reported to: Executive Director

**Manager-
Finance & Accounts**

Dec 15 to April 19

Achievements:

- Played an active role in yearly turnover from **AED12m (2015) to AED105m (2018)**.
- Established Banking Lines from **0 to AED 50Million (Project Financing, Bonds, LC, TR, PPC, Auto Financing)**
- **ERP System Implemented** as per Organizational Structure and business model.

Responsibilities:

- Leading the accounting & financing functions including project financing arrangements, financial budgeting, financial structuring, working capital management, accounts receivable(AR), account payable(AP) and general ledger(GL).

Muhammad Shahid MBA Fin, B.com Accounting, B.A Eco., Construction, ERP, 13 Yrs Exp

- Handling business daily, monthly and yearly cash flow and resource evaluation and recommendation in allocation for ongoing projects.
- Monitoring and managing banking activities of the organization including credit lines, project financing, leasing etc.
- Participating in optimizing working capital opportunities and assist to CEO in identifying new funding arrangements.
- Effectively participation in evaluation of tender documents, Control over projects cash flow, variance analysis and, monitoring project costs with different KPI.
- Lien with Clients & project team for monthly progress payment certification and monthly project controlling, Job Ledger monitoring and analysis.
- Review all job ledgers, MIS reports and GL statements to ensure financial statements have been accurately prepared as per IFRS & GAAP standards.
- Verifying LPOs, Supplier, Subcontractor Invoices, Monthly Bank reconciliations, Payroll (WPS), Insurance Issues, Labor Camp matters.
- Dealing with local & international suppliers on importing the material, establishing LCs, TRs, shipment documents and shipment clearance from the UAE ports.
- Developing external relationships with appropriate contacts, e.g. auditors, solicitors, bankers.
- Preparing financial budgets and ad-hoc project evaluation, business evaluation reports.

Supervised following Client's Project in AED/USD Millions



- M/s Rashideen Int. Trdg. FZE 42M/\$12M
- M/s DP World 35M/\$10M
- M/s Land Mark Group 17M/\$5M
- M/s ENOC 22M/\$6M
- M/s Shapoorji Pallonji 23M/\$6M

- M/s Dubai Refreshment PJSC-Pepsi 23M/\$6M
- M/s Ambassador Investment Group 55M/\$16M
- M/s Huawei Tech Inv Ltd 30M/\$8.2M
- M/s Wockhardt Bio AG 23M/\$6M

Orion Contracting Co. RAK LLC

Industry: Building & Ind. Contracting

Manpower: >1000

Reporting to: MD & GM

Manager Finance & Accounts

Jan 13 to Nov15

Achievement:

- Boost the yearly turnover from **AED54m(2013) to AED140m(2015)**.
- Establish Banking Lines from **0 to 70 Million (Project Financing, LG,LC, TR, PPC, LBD, Mudarba)**
- **ERP Designing** as per Organizational Structure and Implementation

Responsibilities:

- Preparing and posting of all accounting transactions by using accounting software.
- Preparation of daily funds position.
- Handling LG's, LC's line of credit AED70M, leasing and amortization matters.
- Coordinate for project resource requirements such as manpower, equipment, procurement and subcontractors.
- Prepare monthly project cost report and variance analysis.
- Prepare & review semi-annual, annual financial reports and analysis.
- Reviewing / approving and monitoring subcontractor / supplier/manpower invoices.

Muhammad Shahid MBA Fin, B.com Accounting, B.A Eco., Construction, ERP, 13 Yrs Exp

- Preparing and coordinating invoicing to Client including all relevant discussions for approval of invoices as per the payment certificate from the consultant.
- Examining the supplier's quotations, LPO's and orders execution.
- Monthly A/P agings reports and make sure their timely payments including subcontractors and suppliers like Concrete/blocks/scaffolding/manpower.
- Closely watch out the A/R and make sure the payments as per the payment certificates.
- Ad-Hoc Financial reporting(Enduring Project costing/budgeting/cost controlling, Scaffolding, Diesel, Store movement)
- Maintain good rapport with external auditors/subcontractors/clients and banks.

Supervised following Client's Project in AED/USD Millions



- M/s Streit Group FZE (MNC), **AED90M/\$25M**
- M/s International Armored Group (MNC), **AED16M/\$4M**
- M/s Air Liquid Mfg(MNC), **AED75M/\$20M**
- M/s Eversendai Offshore Group(MNC), **AED11M/\$3M**
- M/s Emirates Ind. Gases (Abu Dhabi), **AED38M/\$10M**

- M/s Ministry of Public Work UAE, **AED90M/\$26M**
- M/s Union Chlorine LLC(Abu Dhabi), **AED48M/\$13M**
- M/s Wedding Hall, GHQ Armed Forces, Abu Dhabi **AED45M/\$12.26M**
- M/s Sinoma Energy Conservation LTD

Diamond Group of Industries

Industry: Manufacturing

Manpower: >4,000

Reporting to: Manager Finance ,CFO

Ass. Manager – Finance

June 11 to Dec 12

Responsibilities:

- Prepared and posting of all accounting transactions in **Oracle9i (ERP)**.
- Prepared **daily bank position**, treasure, operating cash flow, **credit collection** report.
- Monthly closing of accounts, prepare monthly, annual **financial statements** in accordance with the accounting standards (IFRS) and variance analysis with budgeted figures.
- Smoothly handled **Accounts Payable, Accounts Receivables** and timely reconcile their ledgers and aging reports.
- Issuing and receiving of cheque, preparing monthly **bank reconciliation statements** of current & running finance accounts. Calculation of **running mark up** and bank charges.
- Coordinated in managing **letter of credit facilities** (440m PKR) LTR, LBD, and FIM.
- Payments of **Import duties** to Collector of custom, shipping agent and clearing agent.
- Strong coordination with Purchase, Marketing and Production departments for timely resolving the discrepancies.
- Handled of **Inter Company accounts**.
- Maintained **good rapport with stakeholders** like clients, vendors, Tax department, **External & Internal auditors** and regulators for Annual Income tax return.

❖ **Oct-2008 to Oct-2010** Done Master in Business Administration

COTTON CRAFT PVT. LIMITED

Industry: Pharmaceutical Surgical Dressing

Manpower: >200

Reporting: Chief Operating Officer

Experience: 4 Months

**Project Consultant
Costing (MRP)****June 10 To Sep 10****Mandate:****Cost allocation** of their surgical dressing **product lines**.

Designed a program to calculate variable cost, Ideal selling price of each product and breakeven point of each product line. Designed **Internal & External matrix** to formulate marketing strategies.

BAHUM ASSOCIATES (Pvt.) LTD.

Industry: Electric Equipment (Generator)

Manpower:>100

Reporting: Manager Accounts

Experience: 1 Year and 1 Month

Accounts Officer**Jul 07 To Aug 08****Responsibilities:**

- Prepared, posting of Journal Voucher, Bank Payment Voucher, and Cash Payment & Receipt vouchers by using **Accounting software(Fox Pro)** and filling these vouchers.
- Handled the activities of **daily cash book and petty cash book**.
- Prepared **Monthly Bank reconciliation statements** and booking of monthly bank charges.
- Make ensured the timely payments of vendors and reconcile their ledgers.
- **Reconciled the Branch accounts** as per their enduring sites expenses.
- Analyzed **expenditure trends** and ensure expenditure control at different sites of **enduring projects** (Warid Pakistan, Wateen, Huawei, Hashu Group etc.)
- **Resolved discrepancies** especially employee's advances accounts.
- Interacted with **internal and external auditors** in audits.

INDUSTRIAL ENGINEERING CONSTRUCTION SERVICES

Industry: Engineering Construction Services

Manpower:>50

Reporting : Manager Accounts

Experience: 3 Years

Asst. Accountant**May 04 to May 07****Responsibilities:**

- Petty cash book handled, Posting, Vouching, filling by using **Accounting Software**.
- Ensured **purchase orders, receiving and invoices** are matched.
- **Prepared and processed** purchase orders, invoices, cheque requests, pay orders and demand drafts.
- Prepared **bank reconciliation statements**.

ITTEHAD CHEMICAL GROUP

Industry: Chemicals Manufacturing

Reporting: Production Supervisor (South)

Experience: 1 yr and 1 Month

**Plant Production
Supervisor****March 03 To May 04****Responsibility:**

- **Supervised the production** process and make sure that timely production is meeting quality standards.

Water Treatment Plant - Bento Nite Clay Plant -Cooling Tower Plant

ACADEMICS	CPA 2010 MBA(3.42/4) University Degree (UVAS) 2007 B.A Eco. University Degree 2006 B.Com University of Punjab 2003 FSC(Eng.) Govt. M.A.O College Lahore 2001 Matric Central Model School Lahore On Going Attested Attested Attested Attested Attested
Strenghts	Honest, Hardworking, Team Player, energetic, presentation skills Flexible, Quick learner, Reliable, Self motivated and confident
PERSONAL INFORMATION	Father's Name: Religion: Date of Birth: Marital Status: Visa Status: Dependents : Passport #: Nationality: Muhammad Iftikhar Islam September 07,1985 Married Resident 2 RX5142852- 15/11/2025 Expiry Pakistani
INTERESTs STRENGTHS Area LANGUAGES IT SKILLS	Chess, Snooker, Cricket, Computers Games ,Internet , Books reading Financial Reporting & Analysis, Financial Assets Management, Supply Chain, Business Plans, Costing , Business Development, AR & AP, Accounting Software's English, Urdu, Punjabi, Arabic (Beginner) Oracle(ERP11i) (Accounting & Financial, Inventory Management Module), Accounting Packages, MS Office
PROJECTS & ACHIEVEMENTS	Obtained 1st position in Final Project of MBA (Management Research Project) out of 10 groups. Worked in UNDP Project title SPRSM-Punjab (P & D Department) as Event Coordinator (Event Management Hospitality) in during January2011. Worked with Canadian organization "CIDA & CPBEP " as Event Coordinator (Event Management Hospitality) (Nov10-Dec10) Capital Market Investments Analysis of listed companies in "Karachi Stock Exchange" (Feb10-May10) Critically analyzed the practices performing in Human Resource Management Dep't. of "Service Sales Corporation (Pvt.) Limited Pakistan" (Feb10-May10)
REFERENCES	Will be given on request

Cover Letter

The Manager
Recruiting & Selection
Human Resource Department

Dear Recruiter,

I am interested in senior level post in Accounts and Finance Department.

As a Business professional i have good exposure and expertise in construction project review, financing, Financial Budgeting, Financial Structuring, Working Capital Management, Cash Management, Accountancy, Financial Reporting & Analysis, Financial Statements, General Ledger, Accounts Receivables, Accounts Payable, bank Reconciliations & VAT. I have good dealing experience with local and international suppliers by whom we import raw material for ongoing projects via establishing letter of credit till material shipment at our site.

My thirteen year experiences in job field taught me, how to accomplish assigned tasks with full determination, dedication, work loyalty and within the time frame. Such experience explores me as a multi skilled, quick learner, flexible & team player employee.

I am seeking a position in which I can contribute by working both individually and as a member of a team positively.

Please feel free to call me at UAE No. +971502139239/Home Pakistan No. +923228413155 or email me shahidali789@yahoo.com.

For immediate reply whatsapp me on +971502139239.

Sincerely,

Muhammad Shahid
Enclosure: CV