



MUHAMMAD HAROON

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CAREER OBJECTIVE

To join a dynamic organization for suitable position in Finance / Accounts with a professional environment that offers excellent opportunity in terms of career, rewards growth and thereby contribute to the success of the organization.

Professional Career Summary:

Professional Education : Association of Chartered Certified Accountants – (ACCA) - UK
Part Qualified

Academic Education : Master in Economics; Bachelor of Commerce

Professional Development: Workshop on Advance Essential Spreadsheet Financial Modeling Course
for Business Executives.

Work Experience	: Duration	Organization & Designation
	Sep-19 - To date	Venture Force Global (VAT Consultant)
	May 14 - June-19	Al Fahim Cement Industries
	May 12 – April 14	Al Ahlia Group - Coca Cola - FMCG
	Feb 10 – April 12	Cartel Manufacturing Company – Accountant
	Aug 06 – Jan 10	HORWATH MAK Auditors & BC – External Auditor
	Nov 01 – Jul 06	EcoPack Limited as Accounts Officer

Venture Force Global (Auditor/VAT Consultant) (Channel Partner of ETISALAT) Approved Employer (ACCA)

Working as “(Financial Analyst/VAT Auditor” brief description and key areas of responsibilities are as follows.

- Perform quick ad-hoc Financial modeling analysis and research
- Perform work with of help of software and develop complex models to make up library of securitization models
- Prepare financial models and assist in strategic initiatives
- Restructure of Cash Flow of Clientele
- Assist in collecting and evaluating required due diligence for transactions to include making necessary inquiries to clients to ensure that required information is provided in a timely manner
- Prepare the Project Feasibility & Study for the clients
- Provides verbal or written recommendation on feasibility of incorporating or enhancing technology solutions based on business data and market knowledge
- Support continuous improvement of current budgeting, forecasting and planning process and deliverables
- Cash Flow management
- Develop and update valuation models and perform cash flow, Financial transaction analysis
- Collaborate with valuation consultants and prepare annual valuation of Company's perform audit
- Assist in implementation and selection of comprehensive budget, forecast solutions and develop presentations
- Assist in performing financial benchmark that includes reporting of major performance indicators.
- Monthly due diligence report as require
- Registration of Tax Registration Number with FTA
- Contribute to the improvements and the solutions of Tax business processes.
- Ensure correct and timely filing of all indirect tax compliance based on country specific tax calendars
- Minimize VAT liabilities and compliance issues
- Manage the review of positions on tax accounts and ensure correct representation of tax balances on general ledger
- Ensure all documents and process documents are collected on a central database and handle requests for VAT information
- Collaborate and respond to requests from finance and other business functions
- Strong technical capabilities in VAT practice
- Monthly verification of purchase tax invoices / tax credit notes in relation to VAT tax returns for the Clientele
- Manage VAT audits and VAT related enquiries.
- Quarterly VAT Return Filing
- Claim the Re-Fund for the clientele

AL FAHIM CEMENT INDUSTRIES – Dubai
(Ready Mix & Block Factory)

Working as “**AM Finance & Accounts**” brief description and key areas of responsibilities are as follows.

- Preparation of Statement of Assets and Liabilities and Statement of Comprehensive Income of the funds on Monthly daily basis
- Capital Budgeting, Management Reporting and Financial Reporting
- Monitor and analyze accounting data and produce financial reports or statements
- Financial Management, cash-flow projections and forecasts
- Conducting monthly P&L analysis with key focus on payroll analysis, sales and revenue analysis against budget and forecasts
- Assist in the development of scorecards, measurement tools and KPI's
- Assist in determining the feasibility of initiatives as potential cost reduction opportunities through initial triage of potential initiatives
- Compile a report on financial performance measurements and trends, and provide business recommendations
- Examine income and spending predictions, capital expenditures, and other financial considerations in company proposal materials
- Monthly Ratio Analysis
- Assist in the monthly close process by analyzing trends and variances related to revenue, and compare and correct data to reconcile financial transactions
- Negotiating and arranging banking facilities with banks
- Supervision of all bank reconciliations on daily basis and ensure that GLs are reconciled with the bank statements.
- Reviews flow charts, models, and procedures and feasibility studies to design possible system solutions
- Ensuring that all cash management transactions are correctly recorded in the system
- Perform quick ad-hoc Financial modeling analysis and research
- Carry out the structure of reports, financial economic analysis and budgetary control.
- Develop strategies for financial performance monitoring.
- Manage the cash flow of the company.
- Formulate and implement strategies to boost the company's revenue and make it more efficient.
- Lead the Finance area of the Company reporting directly to the higher Management
- Delivering VAT reporting, VAT return, ensuring VAT compliance and identifying risk.
- Responsibility for review and approval of VAT returns and reconciliation procedures of the FTA.
- Minimizing VAT liabilities and compliance issues. Identifying potential tax planning opportunities. Ensure all month end processes are actioned on a timely basis. Liaise with and manage the working relationship with FTA during routine audits and ad hoc enquiries.
- Maximize efficiencies in working and reporting systems to reduce the VAT/Duty liabilities where possible within the legislative framework. Inputting into the Company's tax strategy.
- Managing the relationship with the MOF/FTA and assisting them with any enquiries. Responsibility for the delivery of the tax technology project delivery on VAT compliance automation. Develop, mentor and support for the VAT computation and take responsibility up-to submission
- To assist the FC with supervision of day to day operations within Finance department and ensuring compliance to finance policies and procedures
- Handling monthly, quarterly and annual closing
- To assist the FC with ad-hoc reporting, analysis and projects.
- Reconciliation of balance sheet accounts such as accounts receivable, accrued revenue, client advances and provisions
- Reinforcing the financial data confidentiality and conducting data base backup when necessary
- Take a lead in the implementation and efficiency of financial processes, ensure information is appropriate to provide accurate data for operational teams to drive operational excellence and informed decisions.
- Preparation of other related financial analysis / adhoc reports as required.
- Prepare Monthly P&L and Balance Sheet Integrity and Analysis
- Conducting annual external statutory audit
- Analyze monthly financial performance against budget and prior periods
- Skilled in working independently and as a team member, combining sound communication, coordination, interpersonal & problem solving skills with analytical capability to enhance organizational objectives
- Proactively communicating with the customer to resolve payment discrepancies
- Recording and reconciliation of intercompany transactions
- Reconsolidate all suppliers account and balance of confirmation for audit
- Accounts receivable report with aging
- Account payable report with aging



AL AHLIA GROUP

(One of the Largest FMCG Group)

Working as “**Regional Accountant**” brief description and key areas of responsibilities are as follows.

- Liaise with management and external auditors and oversee the audit process during periodic regulatory audits.
- Preparing reports requested by head quarter and Head offices
- Assist in the preparation of statutory Regional Financial Statements
- Provide automated reporting, critical thinking, and total life cycle analysis relative to initiatives and expected returns
- Assist to prepare program management and analysis support in Financial Improvement Audit Readiness (FIAR)
- Support monthly profit and loss accounts for individual stores, food and beverage variance analysis reports
- Inspect and supervise the stock-taking procedure, as well as any inventory irregularities
- On operational, inventory, and cost-related issues, collaborate closely with Finance and Warehouse
- Organize and carry out internal and inventory audits at the warehouses.
- Prepare monthly and quarterly management reporting
- Assisting management in the preparing budgets and financial forecasts
- Performing audits and resolving discrepancies
- Monthly Provision for accounts payable
- Monthly Provision for fleet maintenance expenses
- Monthly JV 's for Credit note & discounts
- Ensure he timely bank payments
- Monthly Sales by Pack region wise
- Perform completeness and integrity checks in SAP Financials and liaise with the other teams within the section to ensure that the closing disciplines and monthly deadlines are met.
- Analyze monthly sales performance by packs against budget and prior periods
- Reconciliation of Stock depot wise
- Processing supplier's payment and keeping record of payment
- Allocation for invoices Dubai & North region
- Monthly Local/Import purchase order reconciliation
- Preparation summary, recording of telephone expenses & monthly provision
- Monthly electricity & water provision for Dubai & North region
- Region wise suppression authorization summary
- Identify the other Revenue leakage areas in the Revenue Accounting processes and ensure that corrective action based on type of discrepancy is taken so that the revenue of the company is protected

CARTEL MANUFACTURING COMPANY L.L.C. – Dubai

(Deals in galvanize steels)

C&B BUILDING MATERIALS TRADING LLC - Dubai

(Deals in fire rated steel doors)

Working as “**Accountant**” brief description and key areas of responsibilities are as follows.

- Manage the all accounting transaction
- Produce error-free accounting reports and present their results
- Prepare Monthly P&L and Balance Sheet Integrity and Analysis
- Conducting annual external statutory audit
- Analyze monthly financial performance against budget and prior periods
- Preparing monthly WPS file for salaries
- Skilled in working independently and as a team member, combining sound communication, coordination, interpersonal & problem solving skills with analytical capability to enhance organizational objectives
- Proactively communicating with the customer to resolve payment discrepancies
- Follow-up with customers to ensure that overdue is promptly paid
- Preparation of payments, cheques, bank transfer, BOE etc.
- Recording and reconciliation of intercompany transactions
- Processing subcontractor's payment and keeping record of payment
- Maintaining project cash and fund position
- Accounts receivable report with aging
- Account payable report with aging
- Knowledge for Letter of Credit
- Identify the other Revenue leakage areas in the Revenue Accounting processes and ensure that corrective action based on type of discrepancy is taken so that the revenue of the company is protected
- Evaluate and compare the relative quality of various Management reports

HORWATH MAK Auditors & Business Consultants, Dubai - Approved Employer (ACCA)
(A member firm of Horwath International)

Working as an “**External Auditor**” brief description of jobs handled & responsibilities during professional training with the said firm are as follows:

- Preparing Audit Program
- Performed audit procedures at clients within the manufacturing, construction & trading sectors.
- Finalizing audit for the review by the audit manager & partner
- Liaising with managerial staff and presenting findings and recommendations
- Ensures compliance with established internal control procedures by examining records, reports, operating practices, and documentation.
- Substantiates financial transactions by audit documents
- Verifies assets and liabilities by comparing items to documentation
- Maintains internal control systems by updating audit programs and questionnaires; recommending new policies and procedures.
- Able to deliver value-added audit recommendations for process improvement and ensure completion of assignments in conformance with planned budget and schedules
- Completes audit workpapers by documenting audit tests and findings
- Appraises adequacy of internal control systems by completing audit questionnaires
- Prepares special audit and control reports by collecting, analyzing, and summarizing operating information and trends.
- Review and evaluation of audit procedures and their results.
- Preparation of financial statements for companies and establishments up to finalization
- Contributes to team effort by accomplishing related results as needed
- Advisory services to the clients on various accounting, corporate and financial issues.
- I was doing also accountancy services to various clients.

ECOPACK LIMITED
(Manufactures of Quality PET Bottles & Preforms)

Worked as an “**Accounts Officer**” in Accounts Department, key areas of responsibilities are as follows:

- Allocation of Banks Payment & Receipt Vouchers.
- Bank Reconciliation.
- Preparation of Monthly Journal Voucher
- Preparation of monthly sales tax return.
- Accounts payable & receivable.
- Implementing computerized system from Manual.
- Various reports with Graphical & Comparative presentation.
- Independently supervise sales, purchase, inventory packages Sidat Hyder Financial.
- Variance analysis, Comparison between actual & budgeted
- To prepare financial and management reports as required by Management.
- To co-ordinate all budget activity and forecasts.

COMPUTER ENVIRONMENT EXPERIENCE

- MS. Office Advance level
- Proficient in Ms. Excel
- Cloud base ERP Software - Etisalat DGTX
- Sidat Hyder Software – E&Y
- Quick Books
- SAP – ERP
- Tally
- Focus

PERSONAL INFORMATION

Father's Name	Muhammad Jamil
Place of Birth/ Nationality	Karachi- Pakistani
Religion	Islam
Language	English, Urdu
Driving license	Valid LMV, U.A.E. driving license

REFERENCES

May be furnished if require