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| **Muhammad Farooq Bukhari, B.COM, ACCA.** | **H:\Document\My Picture 2 copy.jpg** |
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| **Address:** Dubai, United Arab Emirates |
| **Tel:** +971 553011576; **Email:**Muhammad\_farooq7@outlook.com |
| **Tel:** +971567627568 ;**Email:**Muhammadfarooq20024@gmail.com**LinkedIn**: [www.linkedin.com/in/Muhammad-farooq-bukhari](http://www.linkedin.com/in/Muhammad-farooq-bukhari)**Joining status: 15 days notice period** |

**Profile Summary**

* Meticulous, bright, young B.COM Plus ACCA professional having worked for one of the big4 professional services firms along with an added advantage of industry exposure;
* A highly successful chartered accountant with valuable experience in financial reporting, taxation, auditing and corporate finance covering a variety of industries from start-up business to established corporates;
* Consistent demonstration of sound commercial judgment and the ability to lead and influence teams towards peak performance;
* Proactive achievement driven manager with strong work ethic, integrity, creativity, leadership and influencing skills competent in delivering results in challenging environments;

**Core Competencies and Soft Skills**

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| * International Financial Reporting Standards (IFRS)
 | * International Standards on Auditing (ISAs)
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| * Value Added Tax(VAT)
 | * Trade Finance through L.C
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| * Ratio Analysis & Analytical Review of Financial Statements
 | * Financial Analysis and Accounting.
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| * Preparation of Financial Statement
 | * Independently supervision of Internal & External Audit.
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| * Cash Flow Management
 | * Result oriented.
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| * QuickBooks
 | * Oracle
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| * Salary Preparation through WPS system.
 | * Advised, Developed the policies and procedure.
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| * Bank Reconciliation.
 | * Decision making & Problem solving.
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**Professional Experience**

 **Royal Gulf International General Trading LLC.** 

 **Worked as Senior Accountant from July-2021 to Present.**

* **Highlights**: The company is worked under Gulbahar Tobacco International FZCO[**FMC**], who Worked under the control of Gulbahar Tobacco International FZCO, who manufacture cigarette under brand of **Milano**, Soap, Tissue, Lotion, Shampoo under brand of **Fresco** and distribute all around the world.
* Royal Gulf International General Trading strives to offer quality products, brands, and responsive service for a good price. We seek to offer a unique experience to its patrons by stocking the most comprehensive tobacco products available for its discerning consumers and creating an intimate and comforting environment for the specialty.

 **Key Responsibilities:**

* **Financial Strategic:** Overseeing the accounting department, developing financial strategies, making investment decisions, helping company leadership with strategic planning, and making sure the company complies with state and federal financial regulations.
* **Controlling and managing financial activity:** Preparation of financial at the end of month under IAS and IFRS, Vat return, Excise, custom, managing cash flow and coordinate with staff to resolve issue.
* **Financial and accounting operation:** Review and approve payment voucher, contact with customer to receive payment on timely basic, approve payment on timely basic to Suppliers.
* **Internal and External Auditor:** Liaised with internal and external auditor to conduct the quality audit.
* **Preparation/examination**: Analysis and review of financial statements and accounting systems for the purpose of forming audit opinions as per statutory and Internal audit purposes.
* **Fixed Asset Schedule:** Prepare and manage fixed assets scheduled and check all record are up to date.
* **Report Presentation:** Writing reports to Chief Auditor and G.M and delivering presentations.



 **Masafi Crusher**

 **Worked as “Senior Financial Accountant”, March 2016 to July-2020.**

 **Highlights**

* Masafi Crusher was founded in 2001 in the Emirates of Fujairah Masafi area and work under the license number [14721], Member of chamber of commerce holding membership No (m7365).
* The Crusher Export in Domestic market in U.A.E and neighbouring countries such as Qatar, Kuwait and Bahrain, Iraq, China as the crusher has a number of transport truck dedicated against it/s production and great location store Ras Al Khaimah port for the exportation process.

 **Key Responsibilities**

* **Trade Finance:** Determining Compliance in accordance with Letter of Credit term and condition.
* Ensuring Proper setup accuracy & completeness of all letter of credit.
* Investigated and replied customer inquiries. Advised/confirmed correspondent L.C to Beneficiaries.
* **Account Payable &Receivable**: Negotiated contracts with vendors. Analysis of Statement of each vendors and make payment on timely basic. Making and receiving Telephone call to and from suppliers on variety of Queries. Maintain A/R records; prepare statements, bills and invoices; process payments; respond to customer inquiries regarding account status; and reconcile expenses to general ledger.
* **Taxation**: Dealing with compliance of Vat taxation requirements including filling of monthly Purchase tax;
* Dealing with Taxation and IT risk advisory department based upon audit requirements;
* **Salary Preparation**: Worked as HR,Controlling and Managing salaryGraduity,Leave salary under UAE labour law rule and regulation.
* **Bank Reconciliation**: Monitor all banking activities in order to detect irregularities. Investigate all transactions in order to prevent fraud. Prepare monthly bank reconciliation reports regarding all cash deposits to the bank(s). Perform the reconciliation and verification of accounts regarding cash at hand and cash at bank.
* **Internal Audit**: Support in enhancing corporate governance, internal controls, systematic documentation (viz.grants management, investment management, accounting, delegation of authority, etc.)
* **Financial Statement**: Prepare financial statement and summarize financial status and discuss matters with Finance Manager.

**Qatarat Al Nada Water Trading Company. **

 **Worked as “General Accountant”, May 2015 to February 2016.**

 **Highlights:**

* Qatarat Al Nada was established in 2012, succeeding Emirates UPVC, as a national company 100% in the city of Dubai in the United Arab Emirates.
* The company is cooperating with [American company EcoloBlue](http://store.ecoloblue-world.com/en/)  as a key partner, who is one of the specialized international companies and a leader in the production of water from the air and their agencies all over the world.

 **Key Responsibilities:**

* Managed of Account along with other related companies like, Island Auto heavy Equipment spare parts trading and JTSC [Al Jazira technical solution and consulting company].
* Month end closing of accounts, booking of accruals and ensuring completeness and accuracy of Financial Statements Line Items;
* Monthly Group Reporting (IFRS/IAS Pack),and GL Reporting & Automation Projects;
* Preparation of reconciliations / schedules for revenue, taxes, expenses, receivables / payable and loans etc.

 **Deloitte Touché Tohmatsu. Pakistan** 

 **Worked as “Audit Senior”, September 2011 to September 2014**.

 **Highlights:**

* Deloitte is one of the world's leading professional services organisation, a big4 audit firm.
* During my time at Deloitte, I was part of a select group of Audit Seniors where as I have visited in different organization in different area. I worked there from September 2011 to September 2014 which gave me an opportunity to work in a multi-cultural environment with colleagues and client staff from various parts of the different city in Pakistan.

 **Key Responsibilities:**

* Finalizing and reviewing all working papers and preparing detailed summary mentioning the underlying matter, potential impact, corrections proposed along with initial management responses to be discussed in final audit meeting;
* Performing analytical reviews of financial statements and corroborating results with resultants of audit procedures performed;
* Drafting financial statements and management letters with practicable recommendations in consultation with clients’ management;
* Coaching junior auditors and supervising their work; and Submit report on timely basic to management.
* Using firm’s tools to perform the audit in an efficient manner and keeping audit performance well in line with Engagement Partner’s expectation.

 **Professional Qualification**

**Certificate**   **Institute**

* ACCA [Association of Chartered Certified Accountant]. U.K British Council.
* B.COM Islamia University Bahawalpur.

**Achievements**

* Start career as Junior Auditor. Management Promoted as become Audit Senior Job In charge under Deloitte Management.
* Start careers in U.A.E as General Accountant Now Masafi Management Used as Senior Financial Accountant [Assistant Manager Account] work under the head of Chief Accountant & Finance Manager.

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 **Personal Information**

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| * Nationality: Pakistani
* Marital Status: Married.
 | * Languages: English, Urdu and Arabic
* Valid U.A.E [Light vehicle Driving License].
* Date of birth: 10/Feb/1986
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  **Reference [Will be furnished Upon Request].**