

## SUMMARY

An Accounting professional with around 8 years of UAE experience and 1.5 years of Pakistan experience in Multinational Companies (i.e., manufacturing and services sectors). Adept at financial reporting/accounts finalization, Accounting & VAT practices, financial statements, budgeting/forecasting and double entries. Proficient with communication, multitasking, problem solving with solid educational and experience background.

## EXPERIENCE

### SENIOR FINANCIAL ACCOUNTANT/ANALYST

*October 2018 – Present*

**KANSAI PAINTS MENA LLC**– DUBAI, UAE

#### About Kansai:

- Kansai Paint Company Ltd. is a Japanese, Osaka-based chemical company whose main products are automotive, industrial, and decorative coatings. The company is one of the **world's top ten** paint manufacturers with manufacturing sites in over 43 countries across the world.

#### Major accomplishments:

- Certificate of Appreciation for continued great performance, precise and accurate reporting at the HQ level and adding value to the group by implementing controls.**
- Performed Intercompany reconciliation at the year-end of all the group companies for smooth consolidation and audit purpose.
- Preparation of ad hoc reports for entities performance/trend over the past 5 years
- Assist in the preparation and implementation of Company's Budget. Detailed restructuring analysis for cost cutting/savings and its incorporation in the budget.

#### Duties and Responsibilities:

- Preparation of audit schedules for yearend audit and providing the data to auditors as per their request.
- Verifying, allocating, posting, and reconciling accounts payable and receivable.
- Do month end closing for UAE & Qatar Region and ensure that closing will be within given deadline.
- GL Management and maintain books of accounts.
- Bank Reconciliation
- Preparing all the data for Monthly VAT filling
- Daily in Contact with Operations team for daily transactions
- Direct internal and external audits to ensure compliance.
- Month-end and year-end close process
- Preparation of month percentage of completion working for the revenue booking of projects.
- Dealing with routine customer Invoices, Delivery orders, LPOs, Supplier bills, Payables, and Fixed Assets management along with proper books of accounts through Payment, Receipt and Journal Vouchers
- Maintain project related records, including contracts and change orders.
- Review and approve supplier invoices.
- Report on project profitability to management.
- Ensure compliance with IFRS principles.



## CONTACTS



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UAE (Employment Visa)



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## SKILLS

Accounting	★ ★ ★ ★ ★
Financial reporting	★ ★ ★ ★ ★
Financial Analysis	★ ★ ★ ★ ★
Bookkeeping	★ ★ ★ ★ ★
VAT/Tax	★ ★ ★ ★ ★
Monthly Closing	★ ★ ★ ★ ★
IAS & IFRS	★ ★ ★ ★ ★
BRS/Reconciliation	★ ★ ★ ★ ★
Quick Books, Tally, Peachtree	★ ★ ★ ★ ★
SAP	★ ★ ★
ERP (AX Dynamics)	★ ★ ★ ★ ★
Microsoft Office & Visio	★ ★ ★ ★ ★
Audit	★ ★ ★ ★ ★
Aging reports	★ ★ ★ ★ ★
Budgeting/Forecasting	★ ★ ★ ★ ★
Cash Flow Forecasting	★ ★ ★ ★ ★

## LANGUAGES

English



Urdu



Hindi



- Preparation of EBITDA report segment/business wise of all subsidiaries companies and reporting to Kansai paint Japan.
- Record Inter-company transactions and group wise inter-company reconciliation.
- Ensure balance sheet schedules are updated, Do reconciliations particularly for vendors and banks.
- Closely working with Head office IT department to constantly improve the accounting reports.

### ASSISTANT FINANCE MANAGER

*April 2015 – MAY 2018*

**PULSAR ADVERTISING & COMMUNICATION FZ LLC– DUBAI, UAE**

#### About Pulsar Advertising (Eco Cube Group):

- They are a full-fledged, hassle-free Brand Activation agency with regional and global presence and production facilities in Dubai and Beirut.

#### Major accomplishments:

- Continues Promotions for 3 consecutive years.
- Prepare Reports for investors and secure an investment of 11 million USD.

#### Duties and Responsibilities:

- Maintain the accounting system to provide for timely and accurate reporting.
- My role reports to the General Manager and Finance Manager and my key responsibilities include finalization and preparing the GL reconciliation monthly.
- Bank Reconciliation, Receivables reporting, Payables, and Fund Management.
- GL Management and maintain books of accounts.
- Managing and supervision of overall company and associated companies accounts, I am dealing with routine customer Invoices, Delivery orders, LPOs, Supplier bills, Receivables, Payables, Inventory and Fixed Assets management along with proper books of accounts through Payment, Receipt and Journal Vouchers.
- Monthly financial reporting, cash flow and bank reconciliations are generated every month for management review, documents required for auditing by the auditors.
- Providing all kinds of Accounting & HR information to the management.
- Payroll processing of company staff's and maintaining it /Calculation of Provision, Depreciation, Prepaid
- Preparation of Trial Balance /Financial reporting Balance Sheet and Income Statements
- Maintains financial security by following internal controls.
- Prepares payments by verifying documentation and requesting disbursements.
- Answers accounting procedure questions by researching and interpreting accounting policy and regulations.
- Prepares special financial reports by collecting, analyzing, and summarizing account information and trends

### ACCOUNTANT

*April 2014– Jan 2015*

**AL HABIB CONSULTANCY PVT. LTD– LAHORE, PAKISTAN**

### About Al Habib Consultancy:

- Accounting Firm

### Duties and Responsibilities:

- Reconcile payment statements (receivables / payables) Bank Dealings /reconciles bank statement on monthly basis.
- Analyze client's financials statements.
- Stock valuation / Internal audit / Production Analysis / General ledger/vouchers / Bank Guarantee
- Performing other duties related to the job as assigned by the Accounts and Finance Manager.

### TRAINEE

June 2013– April 2014

### ICI PAINTS – LAHORE, PAKISTAN

### About ICI Paints:

- ICI Pakistan Limited a leading Pakistan-based manufacturing and trading company consisting of four diverse businesses: Polyester, Soda Ash, Chemicals and Life Sciences

### Duties and Responsibilities:

- Comparative Analysis /Prepare a case against GIDC increase.
- Reconcile payment statements (receivables / payables)
- Analyze and evaluate / accounting systems and procedures /Check and inspect the accuracy of accounts receivable and payable ledgers / audit worked.
- Identify and evaluate procedures and policies in tax reporting processes.

## EDUCATION

### UAECA

AAA MEMBER

2017

### BSC HONS IN APPLIED ACCOUNTING

(1<sup>ST</sup> CLASS)

OXFORD BROOKES UNIVERSITY

2016

### ACCA (MEMBER)

ASSOCIATION OF CHARTERED CERTIFIED ACCOUNTANTS

2014

### ADVANCED DIPLOMA IN ACCOUNTING & BUSINESS

ASSOCIATION OF CHARTERED CERTIFIED ACCOUNTANTS

2014

### A LEVELS

CAMBRIDGE UNIVERSITY, UK

2011

### O LEVELS

CAMBRIDGE UNIVERSITY, UK

2009