

SOHAIL IQBAL ACCA UK & B.Sc (Business Science)

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PROFESSIONAL SUMMARY:

A Result Oriented Professional with 11+ years of Experience in Accounts & Finance and Audit in Well Reputed Organizations in which Industries are **FMCG/Food & Beverages, Manufacturing, Wholesales, Real Estate, Contracting & Consultancy** in **UAE, KSA & PAK**. Well Versed with Modern Accounting Systems with Proficiency in Preparing & Maintaining **Books of Accounts, Financial Reports Finalizing with P&L Statement, Balance Sheet, Cash Flow** with Managing **Working Capital Cycle, Product Costing & Forecasting, Balance Sheet Reconciliation** also have Strong **Analytical Skills** on Reports (**MIS, Cost Variances & Financial**). Assisted in implemented **Accounting System, Internal Control System & Policies** for **Sales Price, Credit Control, Purchasing & Payment**

CORE SKILLS/COMPETENCES:

- **Account Finalizing, P&L Statement, Cash Flow Statement, Balance Sheet, MIS Reporting, Accounts Reconciliation (Escrow Account Multiple Bank Accounts, Account Receivable, Account Payable, Inter-Company Transactions) Inventory Management, Fixed Asset Management, Product Costing, Product Feasibility, Payroll Management WPS, Forecasting, Auditing, Adjusted Trial Balance, IAS/IFRS, Filing VAT Return, Operating Statement, Variance Analysis, Financial Analysis, Closing Schedule, Consolidation, Journal Entries, General Ledger, Internal Control, Chart of Accounts,**
- **Oracle R12, QuickBooks, Tally ERP 9, Sage50, MS Excel Advanced** with VLOOKUP, Pivot Table & etc.
- **Self-Motivated, Results Oriented, Time Management, Confidentiality, Communication and Presentation Skills**

ACHIEVEMENTS:

- Achieved **Senior Accountant** Position within 6 months after Joining as a General Accountant (**Universal Cold Stores Trading Co Ltd.**)
- Reduced **2% Expenses** by implementing Internal Control System for Inventory, Purchasing & Operation (**Universal Cold Stores Trading Co Ltd.**)
- Implemented ERP **QuickBooks** Established Chart of Accounts & Developing Accounting System (**Universal Cold Stores Trading Co Ltd.**)
- **Sales Revenue** increased of slow moving items (**Universal Cold Stores Trading Co Ltd.**)

PROFESSIONAL WORK EXPERIENCE:

Organization: **Tamdeed Electrical and Sanitary Contracting LLC UAE**
Well known Subsidiary of **Eamar Al Emarate Eng Consultants** with Electrical and Sanitary Contractor in **UAE**



Nov, 2019 – Feb, 2022 **Senior Accountant** (2 Years & 2 Months)

Core Responsibilities:

- **Financial Reporting** (Income Statement, Balance Sheet & Cash Flow Statement)
- **MIS Reporting** (Projected Cash Flow, Project Feasibility & Collections) for Management
- **Accounts Reconciliation** (Bank, Suppliers & Customers & Inter-Company Transactions)
- **Posting Journal Entries** in Appropriate Ledger & Maintaining **General Ledger** as per **IFRS Framework**
- **Presenting Financial Analysis** on Completed Projects & making Recommendations to improve Profitability
- **Managing Accounts Payable**, Verifying Invoices with LPO, Entering Invoices in System
- **Processing Payments** to Suppliers & Sub-Contractor, Issuing **PDC & Guarantee Cheque**
- Preparing Requisition of **Raw Material** for Project Locating Suppliers, Receiving Quotations, **Comparing Prices & Quality**
- **Handling Account Receivables** Issuing Invoice as per Completion of work & Verifying Collection is Matching with Posted Invoice
- Designing Parameters for stages of **Completion of work** Create due Payments from Clients
- **PDC** depositing Properly & **Debt Aging** Analysis Making Recommendation to Maximum Recovery
- **Project Costing**, Reviewing Cost of Running Project & Suggestion for **Cost Controlling**
- Assessing **Project Feasibility** for new Project & Preparing **Quotation**
- **Processing Payroll**, Commission, Over-time, ESB & Deduction of Employees more than 250 employees
- Handling & Verifying **Petty Cash** Expenses & Suggesting for Controlling
- Preparing **VAT Report** & Filing VAT Return to FTA
- Maintaining **Fixed Asset Register**, Depreciation, Impairment & Physical Verification

Organization: **Prime Universal Cold Stores Trading Co Limited KSA**
Well known Group with **"FMCG/Foods and Beverages, Manufacturer, Retails, Wholesales & Transportation"** in Kingdom of Saudi Arabia and Company size more than **3,500 employees**



Apr, 2017 - Mar, 2019 • **Senior Accountant** 2 Years

Dec, 2016 - Apr, 2017 • **General Accountant** 5 Months

Core Responsibilities:

- Managing & Developing Accounts & Finance Department and Implementing Accounting Policies & Internal Control Procedures for **Two Factories**
- Supervising **Four Assistant Accountants** Team for Accounts Payable & Receivables, General Ledger, Inventory Management, Fixed Assets, Cash & Bank Management
- Preparing **Financial Reports Finalized** with (Profit & Loss Statement, Balance Sheet, Cash Flow) and **Management Reports** Quarterly & Annually and Submitting to **CFO**
- Performing Month & Year End **Closing Schedule; Accrual, Prepaid & Depreciation in ERP**
- Presenting **Financial Analysis** i-e; Profitability, Liquidity, Efficiency, Cash Flow & Variances
- **MIS Reports** such as Sales, Production, Assets Utilization, Abnormal Losses, Working Capital, Stock Control Reports

- **Managing Account Payables**, taking approval from management & Processing Payments
- **Analyzing & Resolving discrepancies in Reconciliation of Accounts** (Bank, Supplier, Customer and Inter-Company Transactions)
- Approving Request for Payment, Quotation, LPO & Processing Payment to **Foreign Suppliers**
- Ensuring **Import & Export** from Foreign Supplier & Customer Complying legal Requirement
- Monitoring **Payments & Receives** from Foreign Suppliers & Customers as per agreed terms
- Overseeing & Assisting in Opening **LC**, Customer **Credit Limit & PDC & Debt Aging** Analysis monthly
- Posting **Payments & Receipts Vouchers, Purchase & Sales Invoices** and **Addition, Disposal & Impairment of Fixed Assets**
- Preparing New **Product Cost**, Reviewing Existing Product Cost & **Cost Controlling**, & Analyzing Effect on Cost due to change in **RECIPES**
- Drafting Product wise **Profitability Report** to identifying less Profitable Products
- Filing & Complying **VAT Return** & other Regulatory Requirement i-e; Custom Duty, EBS Program
- Monitoring Operation by **Operating Statement** by Actual v/s Budget, **Variance Analysis**
- Creating **LPO & Stock level Report** and Received Quotation Submitted to Chief Accountant
- Entering Purchase & Sale **invoice** and Payments & Receipts in ERP & GRN verified with LPO
- Performed **Physical Verification** of Fixed Assets with Accounting Records
- Maintaining **Petty Cash** & made Suggestions for **Controlling & Replenishing**
- Participating in **Stock Taking** Assignment with Audit Team
- **Accounts Reconciliation** (Customer, Supplier, Bank & Inter-Company)

Organization:

Bahria Town Pvt. Ltd. Pakistan

Largest Real Estate Organization in Pakistan and **Largest Housing Society** in South Asia and Company size more than **10,000 Employees**



Aug, 2015 - Oct, 2016

• **Senior Accountant** 1 Year & 3 Months

Jun, 2012 - Aug, 2015

• **Accountant** 3 Years & 3 Months

Core Responsibilities:

- Preparing **Profit & Loss Account, Balance Sheet & Cash Flow** Quarterly & Annually
- Posting **Journal Entries**, maintained **General Ledger** & Ensuring Timely & Accurately Recorded
- Reconciliation of Multiple **Bank Statements, Account Payables & Receivables**
- Maintaining Client **Tenant Account** Receiving Rent, Lease & Installment Updating & Report to General Manager
- Handling **Accounts Receivables** & Ensured **Receipts** and **Payments** has done and Updated in system Properly monitoring **PDC, Pay Order & Demand Draft** and Depositing in Bank
- Processing & Recording **Salaries, Bonus, Commissions, Deduction & End Services benefits**
- Verifying full Payment has Received before **Transferring Property** to Clients issuing **No Due Certificate**
- Drafting **Property wise Profitability Report** on monthly basis
- Maintaining **Fixed Asset Register** for Additions & Disposals & Record Monthly Depreciation
- Assisting to Chief Accountant in Quarter & Year End Closing & Preparation of **Consolidated Financial Statements**
- Raising Requisition for demand Creating **PO** receiving **Quotations** send PO to Suppliers
- Developing & Maintaining **Petty Cash** Expenses and Ensuring Expenses Approved from Management
- Preparing **Cash Payment & Bank Payment Vouchers & Cash Receipts Voucher**
- Producing & Analyzing **Rental Income Reports** Monthly and **Reviewed Tenancy Contract**
- Monitoring & Drafting Property Wise **Repairs and Maintenance Expenses** monthly
- Responding to Audit Team on their **Enquiries, Observations & Investigations**

Organization:

Asad Fouad & Co and Chartered Accountants

Well Known Chartered Accountants Firm in Pakistan



Mar, 2010 - Apr, 2012

• **Semi Senior Auditor** 2 Years & 1 Month

Sep, 2009 - Mar, 2010

• **Audit Trainee** 6 Months

Core Responsibilities:

- **Planning & Developing Audit Strategies** along with Identification of Potential Risk Areas
- Identifying & Assessing the **Risk of Material Misstatement** of Financial Statement due to Fraud & Error
- Performing **Fixed Assets Verification, Book-keeping for Client & Stocktaking**
- Examining **Efficiency & Effectiveness** of Client in their Business
- Ensuring Procedures, Policies, Legislations & Regulations are **Correctly Followed & Complied with**
- Identifying **Control Weakness in Client System** make Recommendation for improvement
- **Collating, Checking & Analyzing** Spread Sheet Data
- Examining **Accounting & Control Systems & Gauging level of Financial Risks**
- Checking **Financial Reports & Records** are **Accurate** and **Reliable** for Decision Making
- Working on **Financial Statements for Clients and Analysis of these Reports**
- Undertaking the Preparation of **Budgets, Variance Analysis & Forecasts**

EDUCATION:

DEGREE/CERTIFICATION	EXAMINING BODY:	YEAR
ACCA Finalist	ACCA Global Professional Accountancy Body United Kingdom	-
Bachelor of Business Science	University of Azad Jammu and Kashmir Pakistan	2006

REFERENCE:

Reference will be furnished on demand