

RESUME

MUHAMMAD IBRAHIM

An "Accounts & Finance" Professional

Direct Call & WhatsApp # +971-55-7917087

Visa Status : Tourist Visa - Valid By 20th November, 2023 - Business Bay - Dubai

Emails : ibrahimshujaat@yahoo.co.uk - muhammadibrahimgg@gmail.com



SMART OBJECTIVE :

"Seeking a Challenging & Rewarding Position as **"Senior Accountant General"** in a Multinational Environment within the Dynamic Organization where I can utilize my Professional Expertise & Skills by utilizing Talent & Capabilities as acquired **"Valuable International Accountancy Experience"** in the Gulf Region.

CAREER SUMMARY :

A **GCC-Qatar & UAE** Highly Trained Experienced Professional with sound knowledge of **"Accounts & Finance"** Proven Track Record having expertise (from Manage the Book Keeping till Finalization of Accounts - Financial Statement / Reporting-Forecasting and Projection including Cash Flows Statements-Auditing and Taxations.

PROFESSIONAL EXPERIENCE :

M/s Al-Farha Techni Trade Cloisall WLL - Doha - Qatar

A Cloisall Group of Companies (Under Cloisall Company LLC) Dubai – UAE

" As A Senior Accountant General " (Nov - 2017 – Dec - 2022)

A Trading & Contracting Company of Mid To High Luxury Range Fitout Projects in
Dubai-Sharjah-Abu Dhabi-Oman-Qatar-Jordan-Lebanon.



(**Projects:** New Doha International Airport, Qatar Rail – Gold Line & Red Line, Qatar 06 Nos Stadiums of Fifa World Cup 2022, The Pearl Qatar, Italiana Construzioni Como JV - ICCJV, CDC, Ihtiraf, Shapoorji Pallonji, Contraco, Arcon, Imperial T.C.C., Mirabello, Shadows Interior, Rolling Design).

Core Competencies:

- ✓ Special Emphasis on the Growth Improvement Process of a Company (on Quarterly-Bi-Annually & Annually Basis).
- ✓ Make Sure the Cost minimal of the Company by Negotiations with the Suppliers (to increase and make smooth profit margins).
- ✓ Great Leadership Skills to Look after-Run and thoroughly manage the Accounts & Finance Department of the Company along with the Supervision of Sub-Ordinates.
- ✓ Conducted Regular Analysis of the Company (Growth Process – Generation of Profit Margin)
- ✓ Professional Dealing Ways along with the Company Other Departments.
- ✓ Finalization of Monthly P & L and Balance Sheet
- ✓ Consolidation of Monthly - Quarterly & Bi-Annually Forecast / Projection Report
- ✓ Implementation of Cash Flow Monthly & Quarterly Basis (Receivables & Payables).
- ✓ Follow Weekly - Monthly & Quarterly Cash Flow - Forecast Sheets (To Avoid Cash Short Fall).
- ✓ Preparation of Each Job along with the Time & Cost Wise Reports.
- ✓ Banks Accounts Reconciliation.
- ✓ Online Validation Process of Employees Salaries & Wages (WPS).
- ✓ Supervise to maintain the Record of Employees / Staff Advances & Loans etc.
- ✓ Computation of Employees Annual Benefits (Bonus-Leave Salary-Air Ticket-Gratuity-End of Service etc).
- ✓ A/R –Accounts Receivables with Aging Summary & SOA with Timely Collection
- ✓ A/P – Accounts Payables with Aging Summary & SOA with Timely Payment
- ✓ Issuance of the Due Necessary Payments to the Suppliers & Sub-Contractors.
- ✓ Sales Record of Incomes / Sales (Customers & Clients).
- ✓ Conduct Random Checking & Inventory Internal Audit (Physical Checking of Inventory in Store) on Quarterly Basis.

- ✓ Handling of Store Incharge & Supervisor for the Daily Feed and Update of Inventory Record / Management on the System.
- ✓ Retention Record in order to make sure the Timely Collection.
- ✓ Maintain Log Sheet of All the Customers Orders Based (Record).
- ✓ Petty Cash Management - Correspondence & Communication along with the Customers Emails Reply.
- ✓ Preparation of Yearly Accounts Book Closing in order to Conduct the Financial Annual External Audit with the Leading International Auditing Firms.
- ✓ Great knowledge of implemented VAT (Value Added Taxation) Input & Output.
- ✓ Familiar with Recently implemented FCT (Federal Corporate Tax).

M/s Toolman Maintenance LLC – DUBAI - UAE.

A Marj Group of Companies (Under Al-Marj Investments LLC) Dubai - UAE

A Maintenance & Facilities Management Company.



“ As A Senior Accountant General ” (Dec - 2014 – Feb - 2017)

(**Clientele:** Al-Razi Hospital Abu Dhabi, GDC Hospital Abu Dhabi, I-Style, I-Store, Al-Futtaim Logistics, Al-Ghanim, The Dubai Mall, Mall of Emirates, The Kensington Nursery, Shampooch, Sushi Art, Just Salad, Allied Group, Modern Design Contracting Companies Etc).

Core Competencies:

- Emphasis on the Company Growth (on Quarterly-Bi-Annually & Annually Basis).
- Make Sure the Cost minimal of the Company - Projects and Negotiations with the Suppliers (to increase and make smooth profit margins).
- Handled Company Accounts & Finance Department by Great Professional Skills and here implemented the Proper System to follow by Defined and Supervised Proper Rules to the Sub-Ordinates and Colleagues for the implementation of best practices and policies to bring the efficiency in the work system with a Hierarchy in the Company.
- Conducted Surveys with the Customers of the Company (For the Betterment of Company Progress) to bring the efficiency in the Company Progress and Working.
- Professional Dealing Ways along with the Company Other Departments.
- Record of Incomes / Sales (Members-Non Members-Contract & Sub Contractor).
- A/R –Accounts Receivables with Aging Summary & SOA with Timely Collection
- A/P – Accounts Payables with Aging Summary & SOA with Timely Payment
- Make Sure to Follow Weekly-Monthly-Half Yearly Cash Flow / Forecast Sheets.
- Properly Manage the Each Van (Tools & Stock Inventory)
- Prepare Job & Time Wise Reports - Process Employees Salaries & Wages By WPS.
- Maintain Record of Employees / Staff Advances & Loans etc.
- Employees Annual Benefits Record (Bonus-Leave Salary-Air Tickets-Gratuity - End of Service).
- Banks Accounts Reconciliations - Monthly Closing of P & L and Balance Sheet
- Yearly Closing of P&L and Balance Sheet for Preparation of Annual Financial Audit
- Correspondence & Communication along with the Customers Emails Reply.

M/s Ingenium Accountants – Dubai - UAE.

A Chartered Accountant - Financial Management Consultancy & Audit Firm.

(**Clientele:** One Agency - Sister Concern of Samsung Dubai, La Cre Paris, Jamm Bakery, Memedia Publishing & Matts Co, General Trading Companies, Advanced Management Solutions, Tool Man Maintenance LLC, Voile LLC Etc }.

“ As An Accountant General ” (Oct - 2011 – Nov - 2014)



Core Competencies:

- Analyzing & Finalizing Internal Controls and Ensure Appropriate Control System are following in the Companies.
- Monthly MIS Reports and Draft Financial Statements with complete Disclosures.

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- Analyzing the Company Performance through Different Aspects.
- Monitored Accounts Receivables (AR) by preparing Aging of Accounts, ensuring Timely Receipts, Preparing Inter-Company Reconciliations.
- Monitored Accounts Payable (AP) by preparing Aging of Accounts, ensuring timely processing of payments, preparing inter-company Reconciliations, Generating Periodic Reports on AP, Preparing Creditors' Accounts Reconciliation, and Liaising with Suppliers.
- Quarterly Half Yearly & Yearly Financial Internal & External Audits of the different companies in all across UAE.

INTERPERSONAL SKILLS :

Having Best Reporting Skills to the Higher Management
Perfect in Dealing with the Companies (Communication)
Can Found, Trace and Remove the Discrepancies
Great Drafting Skills

Expert in writing Professional Emails & Correspondence
Ability to find out the problems and their solutions
Can work independently under pressure in Corporate Sector
Perfection to manage the work with Sub-Ordinates & Colleagues

DIPLOMA CERTIFICATE :

D.B.A. (Diploma in Business Administration) from IISAR College of Education, Karachi, Pakistan in 2002.

COMPUTERIZED (ERP) ACCOUNTING SOFTWARES SKILLS :

Proficient with Using of ERP Software's e.g. Quick Books - Peach Tree - Sage - SAP - Focus for Computerized Accounting.

Familiar with Companies Based Generated Accounting Software's e.g. Sigma & Coin etc.

COMPUTER KNOWLEDGE :

Full Command on MS Office (Word – Excel – Power Point - Outlook & Internet Etc
50wpm English & Arabic Typing Speed

ACADEMIC QUALIFICATION :

Masters M.Com (Masters of Commerce) from University of Karachi, Karachi, Pakistan in 2009.

Graduation B.Com (Bachelor of Commerce) from University of Karachi, Karachi, Pakistan in 2006.

Intermediate from Board of Intermediate Technical Education, Karachi, Pakistan in 2002.

Matriculation with Board of Technical Education, Karachi, Pakistan in 2000.

CERTIFICATES AWARDED :

VAT - Training in May 2009 Jointly Organized By ICMAP & Awarded By SMEDA - FBR, Karachi, Pakistan.

ABK (Accounting & Book Keeping) Session in October 2009 (Jointly Organized) By ACCA & SMEDA Karachi Pakistan

IMS - Training QMS, EMS & OHSAS Certificate Participated in December, 2011 Organized By GIC-Pak.

01 Day Training on International Certifications-Facilitating Credible Marketing by SCP, Karachi, Pakistan.

02 Day Training on Internal Quality Audit by GIC-PAK, Karachi, Pakistan.

LANGUAGES COURSES :

English Language Course from British Language Center, Karachi, Pakistan.

German Language Course from A Renowned Institute namely Goethe Institute Karachi, Pakistan.

LANGUAGES COMMAND :

Fluent Speaker of English Language

Well Versed with Spoken Arabic Language

Native Speaker of Urdu - Hindi - Punjabi Languages Great knowledge about German Language

PERSONAL INFORMATION :

Father's Name	:	M. Mir Shujaat Ali Khan	Home Town	:	Karachi - Pakistan
Date of Birth	:	28 th August, 1983	CNIC No	:	42201-8348237-5
Passport No	:	BS1022373	Nationality	:	Pakistani
Marital Status	:	Married	Religion	:	Islam