

FARAZ ZUBAIR SULTAN

ACCA Member, SOCPA Member

+971-567 917 663 (UAE)

+971-567 917 663 (WhatsApp, IMO)

farazzubair@yahoo.com (Skype)

Dubai, UAE



Professional Profile

FINANCE & ACCOUNTS

A seasoned and skilled professional offering 20+ years of experience in the field of Finance & Accounts, bearing the following traits;

- **VAT and IAS/IFRS** competencies, articles from **KPMG (Big Four)**.
- Proven track record of preparing, reviewing and analyzing **financial statements** apart from facilitating and overseeing the monthly / quarterly reporting process.
- Spear headed the *CISY* project as the **Site Manager** during the most volatile period either side of the Yemen civil conflict.
- **Multilingual**. Highly fluent in **English** and **Arabic**. (Urdu Native)
- Oversaw Finance/Accounts and *Administration* Functions managing 50+ local/expat workforce to successfully close CISY project in time.
- **Internal Audit / Management Consultancy** experience having lead small scale projects suggesting remedial measures against control deficiencies at clients.
- Adept at preparing and reviewing **cash flows**, profitability and return on investment analysis; analyzing information and preparing **budgetary** and long term information.
- Deft in liaising with government and non-governmental bodies for statutory, tax and legal compliances.
- A strong **team player** with excellent analytical, negotiating, problem solving and interpersonal skills.

Skills Pyramid



Unique Selling Points (USP's)

ACCA Member

GCC Experience

IFRS Competence

VAT Competence

Arabic Proficiency

Excise Tax Competence

Work Experience



Abdulla Al Mulla Auditing of Accounts, Dubai, UAE
Audit & Accounts Manager

Dec'18 – Dec'20.

Key Deliverables:

- Serving as the General Manager managing the Auditing, Accounting, Admin, HR & Business Development Teams
- Managing the entire client portfolio spread across External & Internal Audits, Accounting & Bookkeeping, Management & VAT Consultancies
- Sufficing the needs of the clients by liaising with them.
- Developing the Audit Plans, designing scopes of work for services offered. Developing standard proposal templates
- Spearheading External Audit, Internal Audit, Bookkeeping, Consultancy & VAT Health check assignments
- Designing the Budgets. Reporting variances quarterly.

Significant Achievements:

- Instrumental in raising the Firm's Turnover from infancy to 2 Million AED and reasonable staff strength by building aggressive Business Plans with the BD Team and being the frontline talent recruiter.
- Instrumental in building collaborations with Software Dealers in Tally, Zoho and Quickbooks
- Successfully developed Audit, Accounting & Business Development Teams being instrumental in the hiring process
- Instrumental in launching the Financial Monthly Journal " Trial Balance"

	Kai Holding Group, Jeddah KSA Finance Manager (5 subsidiaries)	Apr'16 – Jul-18
---	---	------------------------

Key Deliverables:

- Monitored and approved intercompany transactions /billings.
- Carried out budget variance analysis /established reasons for variance across companies.
- Oversaw projection of working capital requirements and finance needs.
- Monitored monthly set of accounts across the group to ensure monthly financial reporting in accordance with IFRS.
- Reviewed and evaluated cost-reduction opportunities.

Significant achievements:

- Ensured adherence with IFRS/ISA practices by *introducing* key concepts in provisions, accruals, revenue & Fixed Asset recognition policies and impairments that had otherwise been overlooked.
- Devised internal controls for payments, Fixed and liquid assets (Cash Sales), Discount and refund policies greatly contributing towards *mitigation of risks*.
- Managed in-house Consolidation of Accounts previously outsourced.

	Catering International Services, Sana'a , Yemen (CISY) Deputy Finance & Admin Manager.	Jun'11-May'16
---	---	----------------------

Key Deliverables:

- Performed mainstream Finance functions including heading FS reporting and signing off financials.
- Liaised with governmental bodies /client management to ensure legal, regulatory/ statutory compliances within O&G sector
- Liaised with Statutory Auditors for finalization of Annual Financial Statements.
- Headed Budgeting /FP & A Process establishing key financial strategies to enhance business profitability.
- Spearheaded a team of 50+ local and expat workforce for on and off site Administrative & Labor compliance issues.
- Formulated rotation plans and administered expat movements.
- Hired/trained new employees/formulated training plans.
- Carried out evaluations of Finance Staff and conducted counseling sessions to identify skill development needs.

Significant Achievements:

- Efficiently reduced A/R T/O from **47** to **28** days achieved by understanding parameters of time lag in customer's invoices.
- Closing custom issues (outstanding prior appointment) with release of 1,000,000 USD guarantees held at Customs.
- Successfully negotiated mere 35% increase in salaries during my tenure despite staff strike threats with written representations to Labour & Petroleum Ministry demanding no less than 20% per annum increase (80% or more).
- Served as **Primary Country Contact** for all Financial, admin, Stakeholder Management & Business Development needs.

	RSM Dahman Yemen. Audit Supervisor	Jun'10-Jun'11
---	---	----------------------

Key Deliverables:

- Led and supervised Audit Teams, finalized annual financial statements of clients/ Provided assistance to the partner in scheduling audit teams.
- Conducted IFRS and IAS related training sessions for junior staff/ Efficiently reviewed files for global compliance.
- Reviewed automated audit work papers prepared by audit staff to ensure sound audit theory and compliance.
- Efficiently ensured that reviews were completed in compliance with International Standards on Auditing (ISA)

Clients Handled:

- o **Oil, Energy/Power:** Safer Exploration Production Oil (SEPOC); Aden Refinery (ARC), Public Electricity Corp (PEC).
- o **Private Sector:** Ma'arib Insurance; Diamond Trading (Land Mark Agents in Yemen) & United Cleaning Co. (Clorox).

Significant Achievements:

- Identified and reported Going concern issues within Government projects at PEC amounting to 180 Million
- USD previously considered viable to the Ministry resulting in the concealment of non-viable Projects.
- Identified inventory valuation issues at SEPOC worth 450k USD during stock take. (Currency conversion issues)

Accounts Management Association, Karachi, Pakistan. Assistant Accounts Manager	Dec'06 – Sep'09
An advisory service offering Tax, Consultancy & Advisory Services across Pakistan.	

B.P. Sweets & Confectionaries Pvt. Ltd., Karachi, Pakistan. Assistant Management Accountant	Sep'05 – Dec'06
Served as AMA at the 2 nd largest confectionary in Pakistan with a turnover exceeding 40 Million USD/annum.	

	KPMG, Mejanni, Hazem Hassan & Company, Sana'a, Yemen Auditor	Jan'03-Aug'05
---	---	----------------------

Engaged as an **Auditor**, my formative years in the firm were in **External Audit**. My clients included Oil Companies, Telecommunications, FMCG's, Global Funding Organizations & Hotels.

Significant Achievements:

- As an Assistant Auditor, for two consecutive years (**2003 & 2004**), my files picked for reviews were the only ones across KPMG Yemen which earned a B+ review. I earned a special raise from the management.

Yemen Trading & Construction Company Secretary to the Directors	Jan'99 – Dec'99
--	------------------------

Scholastic

2017	M.COM (Equivalency against ACCA awarded by Higher Education Commission, Pakistan)
2015	ACCA Member from ACCA, Glasgow, UK.
1999	B.Sc. (Mathematics, Physics, Statistics) from University of Karachi, Pakistan.

Technical Forte

Operating System	Windows & MS Office (Word), Excel (Intermediate Level), (PowerPoint),
Accounting Software	MS SUN Systems; Peachtree; QuickBooks; Tally; Sage, Focus

Personal Details

Date of Birth : 22nd October 1977
Nationality : Pakistani
Marital Status : Married (wife and a son)

References

To be furnished upon request.