**Muhammad Qasim Sajjad**

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**ACCA Member (UK)**

Personal Details:

Date of Birth: 17 April 1990 – Pakistan National

Visa Status: Employment Visa

# Accountant / Senior Accounting & Finance Officer

*More than 5 years success leading financial management, accounts management and team management, innovation for high-growth organisations across Pakistan and UAE.*

A result oriented professional with a strong commitment for excellence in the field of accountancy and finance. Excel in staff training and mentoring; work well independently or as part of team. Proven ability to provide sound financial counsel to support business objectives and deliver excellent financial performance in high turnaround situations with absolute financial integrity.

### Highlights of Expertise

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| --- | --- |
| * Statements Finalization of Accounts * Maintaining General Ledger * Accounts Receivable, Payables Management * Bank Reconciliations * Internal Audit & Controls, Fixed Assets * VAT (Value Added Tax) | * Excellent Communication and Analytical Skills * Data Management and Financial Analysis |

**Career Experience**

**Azizi Developments LLC Dubai, U.A.E**

**Key Responsibilities**

### Accountant (March 2020 to Still Working)

* Ensuring Smooth operations of company by carefully analyzing business processes, policies and procedures.
* Bank and related party reconciliation on monthly basis.
* Managing general ledgers by checking journall entries, reconcile GL and ensure data accuracy.
* Booking of the expenses as per the correct cost center and project wise.
* Supervise the vendor payment process and cash flow requirements.
* Regularly review the AR statement and co-ordinate with the collection teams for follow ups.
* Support the Finance Manager in ad hoc report.
* Preparation of Monthly Profit&Loss A/c and balance sheet.
* Finalize the Vat related working on monthly basis and provide it to Vat manager for filling of group vat.
* Managing PDC and deposit as per the relevant dates.
* Managing Petty Cash.

**FIG RETAIL TRADING LLC** Dubai, U.A.E

FIG was established in 2014, today it is one of the regional market leaders in the distribution of Underwear, Lounge wear, Swimwear and Socks. Boasting a portfolio of highly recognisable brands from Europe.

**Key Responsibilities**

### Accountant (August 2019 to Oct 2020)

* Analyse **revenues,commissions and expenses** to ensure they are recorded appropriately on timely basis.
* Monitor **Payable,Receivables** review and monthly collection report.
* Preparation of **asset, liability and capital** account entries by compiling and analysing account information.
* **Manage** company bank accounts and arrange **finance** for payments made to International supplier.
* Review Sales Invoices,Purchase Invoices,Banking transactions,cash transactions,accruals and provisions.
* Maintains Bookkeeping,Bank Statement and Post Dated cheques.
* Liaises with **vendors and customers**.
* Manage **Related Party Transactions** on monthly basis.
* Prepare monthly **Profit & Loss Account** and assists in preparation of Financial Statements.
* Assists and interact with Auditors during interim and final audits.
* Salaries transferred through **WPS** System.
* Performing all **inventory analysis & inventory management** on monthly and seasonal basis.

**NISHAT LINEN PVT LTD, PAKISTAN **

**Nishat Linen** is one of the biggest textile and fashion house in Pakistan operating more than 100 retail stores in Pakistan and 11 stores in UAE.Nishat Linen falls under the umbrella of **Nishat Mills Limited**. The company’s production facilities include spinning,

Weaving, processing and power generation.

### Senior Accounting & Finance Officer (December 2015 to August 2019)

**Key Responsibilities**

* Ascertain the accuracy of accounts payable, accounts receivables and posting into the general ledger.
* Review all Supplier invoices, ensure compliance with applicable policies & procedures,authorisation and related support documents are correct as well as complete.
* Booking of all creditors invoices through the system ensuring adequacy of supporting documents,confirmation of receiving materials, with the material approval and booking into the correct cost centre.
* Ensure all AP transaction are processed in compliance with the local regulations & taxation
* Perform analyses, Reconciliations of bank statements, sales and other ledgers.
* Overall supervision of all imported shipments, clearing process, payments to forwarder and custom authorities.
* Filing and maintaining quarterly Sales Tax and Income Tax returns.
* Co-ordinate with banks for opening of Letter of credits & manage guarantees & keep track of all closing LC,s.
* Costing of all imported shipment as per the relevant HS Codes and importing into the system.
* Perform related party reconciliation of **Nishat Linen (Private) Ltd (Pakistan)**, **Nishat International FZE (Dubai)** and **Nishat Global China Guangzhou (China)** on quarterly and annually basis.
* Liaison with internal audit and external auditors.
* Good knowledge of IAS,s & IFRS,s.
* Managing Group Health & Life Insurance of Nishat linen employees.

## **Experienced in IT intensive environment and proficient in different accounting, and reporting packages such as:**

* Oracle, ERP
* EPMS
* Real Cube
* Odoo 13
* Microsoft Dynamics Ax 365
* Microsoft Office (Excel, Word, and Outlook)
* Quickbooks

# Education

### Association of Chartered Certified Accountants (ACCA) (UK) Member

*Skans School of Accountancy, Pakistan, 2018*

### Bachelor of Commerce

### University of Punjab, Pakistan, 2009

### Language Proficiencies

* English, Urdu