

Irfan Shaheen

Head of Finance/Facility manager

LinkedIn: [linkedin.com/in/irfan-r-shaheen-282a931b](https://www.linkedin.com/in/irfan-r-shaheen-282a931b)

Mobile: +971-52-9575046

Email: irfanshaheen@gmail.com



WORKING EXPERIENCE:

Company : **Tranzone FZCO**
Position : **Head of Finance/Facility manager**
Location : **Dubai, U.A.E**
Duration : **July 2009 to July 2020**

Duties & Responsibilities Held

- Managing portfolio of 800 residential units consists of studio, 1 bedroom & 2 bedroom apartments.
- Relationship Management with Stakeholders of the sites, i.e. Developers, Owners and Tenants.
- Facilitate daily operations at the sites for up keep of clean, hygienic and safe environment in the building common areas.
- Responsible to manage overall Facility Management of the sites, preparation of RFP, Service Level Agreements (SLA) and Key Performance Indicators (KPI); identifying the various maintenance issues (MEP, Fire Fighting, Elevators, ELV System, etc.); give action plans to rectify the maintenance issues; delegate and follow up with the vendors.
- Responsible to manage that all statutory compliance related works.
- Third Party Certification, Water Laboratory Checks, Fire Fighting Equipment checks, Swimming Pool Water Quality Checks etc.
- Facilitating the Facility Management for the building common areas along with management of service agreements.
- Facilitate all Owners Association related activities such as service charge collection, conducting Annual General Assemblies, Board Meetings, and Extraordinary General Assemblies.
- Liaising with RERA Owners Association Officials on regular basis for various Owners Association related matters.
- Handling of VAT related matters and filling tax return Identifying and Devising Accounting procedures for the both of the companies
- Monthly closing of books of accounts and Management reporting,
- Finalization of annual Financial reports
- Dealing with International Compliance auditors and Quality Assurance team members.
- Ensuring the proper costing of projects
- Handling of Annual External Audit

Company : Hashoo Group of Companies (Real estate & Facility management)
Location : Dubai, UAE
Position : Accounts Officer
Duration : May 2006 to June 2009 (3 years & 1 month)

Duties & Responsibilities Held

- Preparation and posting of various journals, ledgers and accounts, analysis and presentation of financial data
- Managing portfolio of 400 residential units consist of studio, 1 bedroom & 2 bedroom apartments.
- Preparation of financial statements and expenditure reports till finalization of accounts, review and approval of various vouchers and invoices for payment
- Allocation of funds to various accounts or functions, and other similar activities.
- Preparing documents for LC.
- Preparing financial statements, expenditure reports, and other information concerning financial requirements.
- Making wire transfers & reconciling monthly bank statements.
- Maintains various ledgers, journals, registers and other fiscal records;
- Review and processes expense vouchers, invoices, and other fiscal documents for payments.
- Determines payroll requirements; maintains payroll data; prepares and processes monthly payrolls.
- Preparing Debit & Credit notes for related parties.
- Reconciling related parties accounts.

Company : Zarco Exchange Company
Position : Operations Executive
Location : Lahore, Pakistan
Duration : April 2005 to April 2006 (1 year)

Duties & Responsibilities Held

- Handled Western Union home remittance sales.
- Implemented strategic plans to maximize revenues.
- Developed and implemented competitive strategies to generate sales.
- Developed & expanded market share of Western Union Home remittances to increase short and long-term profits & incremental revenue.
- Efficiently managed branches, customers operations and sales functions by using company developed ERP tool.
- Analyzed current growth rate of company and planned new strategy laid for expanding the business of the company.
- Used various IT tools in order to resolve problems.
- Promptly solved issues and increased customer satisfaction level.
- Identified opportunities, researched new sale possibilities, collaborated with network team and developed locations in different territories to offset competitors.
- Also rolled out locations as well as played a significant role in long-term planning, including an initiative geared toward operational excellence.

EDUCATIONAL QUALIFICATION:

- B. Com - Majors in accounts & computers (2002-2004) (Pakistan)
- Certified Purchasing Professional (2015) (United Arab Emirates)
- PMP - Project management (2016) (United Arab Emirates)
- MCIPS – CIPS (United Arab Emirates) (Ongoing)

TRAININGS AND TECHNICAL CERTIFICATIONS:

- Certificate in Accounting and Finance (Specialized in Peachtree, QuickBooks & Tally) 2004
- Certificate in Networking (Cisco) - Understanding Networks and Routers – 1999

SOFT WARE SKILLS:

- SAP, ERP, Microsoft Excel, Powerpoint