MUDASSAR SARWAR

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### OBJECTIVE

Seek an organization for the growth of Professional Skills & Advancements. Exposure in International Versatile Business ventures nurture Presentation, Communication & Integrity Capabilities of an Individual.

### Profile

An ACCA Finalist (2 Papers left being an Affiliate), ACPA (PAK) with **19 Years** **of Experience**, including **7 Years U.A.E and 7 Years in Saudi Arabia.** Fluent and expert in **Vat, MIS, KPIs Accounting, Management reporting, Projections, Feasibility Studies, Imports, Saber, WPS, Payroll Management, Reconciliations, Financial reporting, Financial and Tax Audit,** adhere to **GAAP** and ***International Financial Reporting Standards*** **(IFRS).**

### Career Highlights & Summary *(Presented from Latest to Last Order)*

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| --- | --- | --- | --- |
|  |  |  | **Experience** |

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| --- | --- | --- | --- | --- | --- |
| **Industry** | **Company** | **Country** | **Designation** | **Period** | **No. of Years** |

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| --- | --- | --- | --- | --- | --- |
| Trading, Manufacturing and Services | Fahad Omer Al Rashid Trading Group | K.S.A | Finance Manager | Mar 2020 to Till Date | 2.50 Year |
| Service & Hospitality | United Enterprises Co. Ltd. | K.S.A | Finance Manager | July 2015 to Mar 2020 | 4.75 Years |
| Manufacturing | Kangaroo Plastic M.E. LLC | U.A.E. | Chief Accountant | Apr 2008 to Jan 2015 | 6.83 Years |
| Manufacturer & Importer | Excel Cards (Excel Group | Pakistan | Manager Accounts | Jul 2006 to Apr 2008 | 1.83 Years |
| Pharmaceutical | Selmore Pharmaceuticals (Pvt) Ltd | Pakistan | Manager Accounts | Oct 2005 to Jun 2006 | 0.75 Years |
| Professional Services | Saeed Kamran Patail and Co | Pakistan | Audit Supervisor | Oct 2003 to Sep 2005 | 2.00 Years |

**Total Experience – 18.66 Years**

**Key Skills & Professional Capabilities**

* Development of Sound Financial Reporting System encountering risks & implanting related Internal Controls thereof,
* Time Bound Reporting of Financial Statements *(comprising Balance Sheet, Profit & Loss Account, Cash Flow Statements, Notes to the Accounts & Statements of Changes in Equity),*
* Adoption & Adherence to International Financial Reporting Standards (IFRS),
* Preparation of Budgets on Monthly, Quarterly & Annual Basis. Maintenance & Development of Budgets along with Variance Analysis,
* Monitoring of Daily weekly and monthly flash reports along with KPIs.
* Strong Analytical Skills,
* Reporting to Higher Management,
* Special Reports to Management on
  + Accounts Receivable,
  + VAT and Tax Management
  + Cash flow Projections,
  + Working Capital Requirements,
  + Payroll Liabilities Management,
  + Accounts Payable,
  + Inventory Management
  + Fixed Assets Register Maintenance
* Liaison & Co-Ordination with,
  + Auditors (External & Internal),
  + Financial Institutions,
  + Regulatory Authorities etc.
* Excellent Computer Skills,
  + - Microsoft Office,( MS Excel, Word & Power Point
    - Accounting Software,
      * **ORACLE E-Business Suite R12**
      * Pre-Package (Turnkey) Software Like (Sage Line 50, QuickBooks, Peach Tree),
      * Tailor Made Software (ERP, Oracle,)
* Presentation & Communication Skills
* Team Player & Self starter

### PROFESSIONAL EXPERIENCE Fahad Omer Al Rashid Trading Company

**Finance Manager** **(Group)** - ***Mar 2020 to Till Date***

Fahad Omer Al Rashid Company is a parent company and controlling the multiple business under different names in the field of Industrial Cleaning and Maintenance, Manufacturing, Trading and a Restaurant. I joined FORT in March 2020 as a Finance Manager and leading the team in/ from Head office. Implementer, responsible and Primary Contact for IKTVA. Financial Reporting, Financial Audits, Payroll Management, Payables, Receivables, Imports, Saber, VAT and With Holding Tax for all the companies.

### PROFESSIONAL EXPERIENCE United Enterprises Company Limited

**Finance Manager** - ***July 2015 to Mar 2020***

United Enterprises Company Limited (UNENCO) is an oldest to provide shipping services on Dammam port and commercial catering in eastern region of Saudi Arabia including Sabic Affiliates. I joined UNENCO in July 2015 as a Finance Manager and leading the team.

My responsibilities in UNENCO Includes:

* Preparation of MIS and Management Reports.
* Development and monitoring of KPIs and daily reporting.
* Co-ordination with banks, supplier, customer, internal & external auditors.
* Verification and authorization of all the documents having financial impacts related to Shipping, Catering, HR Admin and Finance.
* Funds management & monitoring of cash flows.
* Preparation and presentation of feasibility studies & new business ideas.
* Projections for bidding and contracts renewals.
* VAT and Tax management.
* Liaise with External auditors and provide necessary information and clarifications.
* Development of company’s policies & Procedures.
* Providing continues feedbacks and ideas to improve the business
* Head of Accounts department and leading the procurement team.

### PROFESSIONAL EXPERIENCE Kangaroo Plastics Middle East L.L.C.

**Chief Accountant** - ***April 2008 to Jan 2015***

Kangaroo Plastics is a leading Plastic manufacturing company in UAE. I joined kangaroo plastics in April 2008 as an accountant and promoted as Chief Accountant from Dec 2008 by leading the team.

My responsibilities in Kangaroo plastics were:

* Preparation of MIS Reports and presentations.
* Preparation of monthly management accounts as per IFRS
* Monitoring of KRAs of team, KPIs and Flash reports.
* Preparation of yearly master budget and monthly budgets.
* Co-ordination with internal and external auditors.
* Verification and checking of all document having financial impacts related to Purchase, Sales, HR, Admin and Finance.
* Monitoring and controlling store activities related Raw material and Finish goods Stocks.
* Funds management and authorization of payments, production and purchases
* Monitoring day to day transaction
* Conversion and processing of Data for HR Department as per WPS (wage protection system).
* Reviewing costing and doing calculation for costing rates.
* Conducting training for Accounts and stores department where needed.
* Liaise with auditors (Internal & External) and provide necessary information and clarification.
* Performing Oracle’s Create accounting & Posting procedures for AR, AP, GL, HRMS & Cost management along with master creations by using Oracle R12.

### PROFESSIONAL EXPERIENCE Excel Cards (Excel Group)

**Manager Accounts** -***July 2006 to April 2008***

Excel Cards is the sole manufacturer and importer of scratch cards and printing services for the leading Telecom Provider of Pakistan (Warid Telecom (Pvt.) Limited, Wateen Telecom & Bank Al Falah Limited. (Abu Dhabi Group)

My Job responsibilities in Excel Cards were:

* Monitoring and finalization of Accounts by using Sage Line 50
* Preparation of financial statements in compliance with International Financial Reporting Standards (IFRS).
* Monthly and Weekly financial reports to Group Finance Manager and Partners.
* Preparation of different type of reports/ Financial Analysis to assist Management decision making.
* Maintaining Cash Flow Statement, Financial Position and L/C Register on daily basis.
* Ensuring compliance of company policies and procedures.
* Liaise with auditors (Internal & External) and provide necessary information and clarification.
* Preparation and submission of Sales tax, E-Sales Tax and Income tax returns on Monthly Basis.

### PROFESSIONAL EXPERIENCE Selmore Pharmaceuticals (Pvt) Ltd.

**Manager Accounts-*October 2005 to June 2006***

Selmore Pharmaceuticals (Pvt.) Limited is a manufacturer of Veterinary medicine and having distribution network all over the Pakistan.

My responsibilities in Selmore Pharma were:

* Verification of Accounting entries and finalization of Trial balance.
* Preparation of monthly accounts and related notes for CEO & directors of the relevant organizations.
* Preparation of Age analysis for Receivables and daily funds management.
* Preparation of documents and records for ISO 9001:2000, ISO 14001:2004 and ISO 19011:2002 Assessment for the company.
* Coordinate with import realizations and making bank reconciliations on daily basis.

### PROFESSIONAL EXPERIENCE Saeed Kamran Patail and Co

***(Chartered Accountants)*** ***2003 to 2005***

Joined the organization, (A Member Firm of DFK) and sole representative of SAGE (UK) a world leading organization dealing in the implementation of Financial & Accounting software, as ACCA trainee. I have been involved in the planning, performance, finalization and review of the following assignments:

**AUDIT ASSIGNMENTS**

* Automotive and Trading Concerns.

**CONSULTANCY ASSIGNMENTS**

* Preparation of Financial Projections of Textile, Automotive, and Telecommunication Companies.
* Financial Restructuring and Valuation of Textile Spinning & Weaving Unit.
* Determination of Present Replacement Depreciated Value of Tangible Fixed Assets

**INTERNAL AUDIT, SYSTEM DESIGN & IMPLEMENTATION**

* Carried out Internal Audit Assignments of Printing Press, Automotive Industry, Trading Concerns, and Textile Outlets.
* Development and Implementation of Financial and related Information System
* Carried out complete Analysis of the Accounting & Internal Control Systems of various Clients.
* Examination and Evaluation of the Adequacy, Effectiveness and Quality of Operation.
* Implementation of Computerized Accounting Software. Sage Line 50 Financial Controller

**TAXATION**

* Computation of Taxable Income of Companies and Individual.
* Preparation and Filing of Income Tax Returns for Companies and Individuals.
* Preparation and Filing of Sales Tax Returns for Companies.

### Awards, Certificates & Achievements

Outstanding performance in CAT Level A.

Certificate of Achievement for ISO 9001:2000, ISO 14001:2004, ISO 19011:2002 Internal Quality and Environment Auditing Training Course.

### Academic Qualifications

**ACCA (Student)**  completed eleven papers (2 Paper remain)

**PGD Public Accounting** The Institute of Certified Public Accountants of Pakistan (ICPAP) – (July 2020)

**CPA (Pakistan)** The Institute of Certified Public Accountants of Pakistan (ICPAP) – (August 2019)

**Advanced Diploma in Accounting and Business** Association of Chartered Certified Accountants. (October 2016)

**Certified Accounting Technician (CAT)** Association of Chartered Certified Accountants

(2001)

**I. Com** Federal Board of Intermediate & Secondary Education, Islamabad, Pakistan. (1999-2000)

### COMPUTER SKILLS

Proficiency in Microsoft Windows XP, MS Excel, MS Word and e-mail & Internet. Expertise in handling computerized accounting software, **ORACLE E-Business Suite R12**, **Sage Line 50 Financial Controller**, **OMEGA+** (Oracle based), **Quick Book Pro.** Financial Software for Textile (developed by Cranium) and **Oracle Based ERP**. Able to file computerized sales tax return by using NIFT Digital certificate. Able to control hardware and networking routine trouble shooting. Fully trained for preparation and conversion of payroll data as per **Wage Protection System**.

### Personal Information

Father’s Name: Ghulam Sarwar

D.O.B: 3rd January 1982

Nationality: Pakistani

Passport #: AR5999613

Driving license Saudi Arabia, UAE and Pakistan

Religion: Islam

Marital Status: Married

Languages: English, Urdu, Punjabi

Visa Status Resident

### REFERENCE

Shall be furbished on demand.