

## **CV Ahmad Faraz**

Dammam, Kingdom of Saudi Arabia, ☎(+966)-55-0442897, ✉ahmmadfaraz@hotmail.com

### **Career Objective: -**

Looking foreword to join progressive organization that has need of any kind of financial position and offers opportunity for advancement

### **Qualification: -**

- **CPA** from Institute of **Certified Public Accountants** of Pakistan.
- **M.Com** (master's in commerce) from Peshawar University, Pakistan.
- B.Com Hons & B.Com From University of Peshawar, Pakistan

### **Practical Experience: -**

#### **Total Experience: - 17+ years**

**Position** Accounting/Finance Manager

**Period** 11<sup>th</sup> Oct 2011 till date

**Employer** Kier International

**Address** ATCO Building, King Khalid Road Dammam, KSA.



Leading the finance function on payroll, GOSI, project accounting, AP, AR, GL, cash-flow, budgeting, planning and analysis. Ensure that Financial & Management reports (Overheads, TB, P&L & BS) are produced accurately and timely. Ensure that the finance function is working efficiently and is operating in an efficient, effective manner, with emphasis on improving internal controls. Responsible for direct and indirect Taxation (Tax, VAT & WHT). Assist external auditors in carrying out Annual audit of the company.

Actively involved in project initial setup, Mobilization, execution, demobilization and close out. Work closely with management and project teams; provide them with the commercial, financial and risk management support to enhance their ability to estimate and report on projects, with emphasis on improving cost control and work flow.

**Position** Chief Accountant

**Period** April 2009 till 10<sup>th</sup> Oct 2011

**Employer** Barclay Mowlem/Laing O'Rourke

**Address: -** P.O.Box No. 57411 Riyadh 11574 KSA



Preparation of Financial Statement, Preparation of General Ledger Reconciliation and Responsible for month end closing, preparing tax returns, liaison with the auditors for statutory audit of the company, email all related data to Finance Director to Head Office RAIL GROUP Australia North Sydney and any other work assigned by the Country Finance Manager.

**Position** Project Accountant

**Period** 15<sup>th</sup> Aug 2005 up to 31<sup>st</sup> Jan 2009

**Employer** Malakand-III Hydro Power Consultants, JV of BAK Consultants, Pakistan Engineering Services, in association with HARZA Engineering Company, USA



Malakand-III HPC was responsible for the Design and Supervision of the project. My responsibilities were: completion of accounts including of salaries accounts and Voucher, maintaining Book of Accounts, preparing monthly Financial Statement, monthly overhead Report, Cash Flow Statements and preparation of Bank Reconciliation Statement. Maintaining of Fixed Asset Register and preparing fund disbursement schedule for the project contractor.

**Position** Accountant



**Period** 9<sup>th</sup> March 2003 to 11<sup>th</sup> Aug 2005  
**Employer** **China International Water and Electric Corp (CWE)**

Preparation of monthly Cash Flow and Bank Reconciliation Statements

Processing of bank transactions. Make sure the bankbooks are updated daily.

Dealing with Suppliers i.e. payment to them for the supply of material for construction work and make sure that the tax has been deducted from them and deposited in the Government Account.

Dealing with the Sub-contractors i.e. checking and calculation for the work done according to the Contract and deduction of tax and retention money.

Preparing Periodic Stock Taking of the company.

Assisting the Audit team in carrying out their work.

**Skills: -**

**Finance/Accounts: responsible for management of accounts section including:**

- Responsible for the month end/Year end closing to the finalization of the accounts.
- Oversee running of department activities and managing a team of Accountants.
- Experience in Job Costing and Work breakdown structure (WBS).
- Prepare and maintain financial statements (Trial Balance, Profit & Loss, Balance Sheet, Assets Statement)
- Prepare Cash Flow Statement, Long term and yearly budgets.
- Experience in Consolidation and Joint Ventures.
- Responsible for preparation of Withholding Tax Return, VAT and Annual Tax Return of the company.
- Liaison with the Auditor for the Statutory Audit of the company and Tax Audit of the Company.
- Payroll and GOSI Management.
- Maintain general ledger to keep record of accounts and General Ledger Reconciliation.
- Process, Approve and record Payments and GL transactions during the day.
- Prepare and constantly updates a schedule of Accounts Receivables and Accounts Payable.
- Ensure that all information entered are correct and complete.
- Fluency in computer **MS Office, COINS, AccPac**, Internet and A+ Hardware.
- Good communication and interpersonal skills, fluency in English, Urdu and Pashto (written and oral)
- Very presentable, responsible and dedicated with strong work management habits and discipline.
- Willing to work as individual or a team member under all circumstances and extremely flexible in timings.

**Personal information: -**

Iqama No 2268123664  
Nationality Pakistan,  
Current Location Kingdom of Saudi Arabia  
Residential Status Work Permit  
Date of Birth 26<sup>th</sup> Oct 1978  
Gender Male  
Marital Status Married