

AMAR JAVEED BUTT,

CPA(F) MBA (Finance), B. Com

butt_amar@hotmail.com

+966 5 811 922 14

<https://www.linkedin.com/in/amarjavid>



CAREER SUMMARY

- **20+ years of experience in Accounts & Finance**, including 7 years in UAE and **5 years in Saudi Arabia**
- Expertise in designing and implementing systems to achieve financial discipline and improve the overall efficiency of the organization
- Strong financial and operational analysis skills
- Well versed with **ODOO, SAP-Business One, QUICK BOOKS, PEACH TREE, FOCUS & MICROSOFT DYNAMICS (AX)**

KEY SKILLS

- Determining financial objectives, designing and implementing systems, policies and procedures to facilitate internal financial control
- Preparing annual budget and forecasting trends and variance analysis
- Developing reports for top management summarizing the business financial position in areas of income, expenses, capital usage and cash flows, budgets and financial forecast
- Developing and updating accounting, finance and management policies and procedures
- Effective cash flow management
- Coordinate the preparation of financial statements, financial Reports for internal usage
- Liaison with business related organizations such as banks, auditors

WORK EXPERIENCE

Eventive-Event Management & Studio Banat

(Aug 2019-To Date)

- Monitor the day-to-day financial operations, such as payroll, invoicing, and other transactions.
- Oversee financial department employees, including financial assistants and accountants
- Track the company's financial status and performance to identify areas for potential improvement
- Seek out methods for minimising financial risk to the company
- Provide insightful information and expectations to senior management to aid in long-term and short-term decision making
- Review financial data and prepare monthly and annual reports
- Present financial reports to management.
- Quarterly VAT submission
- Projects/Events Costing & Variance analysis
- Stay up to date with technological advances and accounting software to be used for financial purposes
- Establish and maintain financial policies and procedures for the company
- Implementation of ODOO (new accounting Software) in one of the Companies

Finance Manager-MAS Holding Company (July 2017-To July 2019)

- Oversee operations of the finance department, set goals and objectives, and design a framework for these to be met.
- Provide financial reports and interpret financial information to managerial staff while recommending further courses of action.
- Preparing Budget for Affiliate companies
- Conduct reviews and evaluations for cost-reduction opportunities
- Liase with auditors to ensure appropriate monitoring of company finances is maintained.
- developing financial management mechanisms that minimize financial risk
- Identify and correct Internal Control Weaknesses in all areas of operations.
- Supervision of one of the affiliates (Little Flora an E-commerce company dealing with sale/purchase of Flower bouquet).
- Reviews, investigates, and corrects errors and inconsistencies in financial entries, documents, and reports.
- Management Reporting
- Ensuring compliance with appropriate accounting standards and principles and, regulatory requirements
- Maintain internal control, safeguard and coordinate all audit activities
- Develop a reliable cash flow projection and reports that includes minimum cash threshold to meet operational needs.

Accounts Supervisor Arabian Company for Water Pipes Industry (ACWA PIPES) (March 2016 to July 2017)



- Leading the Credit Control Function of company
- Analysis & Reporting of Accounts Receivables
- Compliance of Company's Receivables policy
- Managing Invoice cycle from generation of invoice till allocation
- Accounts Management including reconciliation
- Bad Debts recovery
- Develop a recovery system and initiate collection efforts
- Communicate with customers via phone, email, mail or personally
- Month-end closings & Monthly Management Reporting

Accounts Supervisor-Univest National Foods (UNF) Group (Oct 2008 to April 2015)



- Leading and managing a team of 5 professionals, including, objective setting, performance management, coaching/development and training.
- Supervise book keeping, monthly closure of books and reporting to Finance Manager
- Responsible for the monthly closing and preparation of financial reports
- Oversee the general accounting processes of inter-company, fixed assets accounting and financial reporting.
- Preparation of contracts with major suppliers of goods and services.
- Prepare annual budget(s) for the company in consultation with Branch Managers
- Payroll management in accordance with the individual employee contracts and UAE labor law compliant.

Senior Accountant-KNG Scaffolding

(01 April 2008 to 10 Oct 2008)

- Responsible for all accounting and financial information for the KNG activities, performed monthly, quarterly, reconciliations and schedules as required by management.
- Reviewed and implemented drastic improvements in internal controls, accounting and management information system to achieve high standards of efficiency in routine working environment and effective use of the available resources.
- Performed fiscal year-end and fixed asset accounting as well as annual and mid-year budgets.
- Initiated and developed the culture of monthly closing of all the business processes to make the available financial information more reliable, accurate, and up to date and help full in making informed strategic business decisions.
- Performed variance analysis, spend, budgets, standard updates, journal entries and account reconciliations.
- Preparation of financial reports.
- Reviewing and monitoring of the imports of the business and ensuring that import process is completed in accordance with the terms of trade.
- Monitoring and following up account's receivables and payables.

Finance & Admin Officer- Islamic Relief-UK

(01 May2001 to 10 March 2008)



- Financial Reporting (Monthly, Quarterly & Annual) to Donor, Regional office and Country office.
- Establish and maintain cash controls including deposits and donations
- Establish, maintain and reconcile the general ledger
- Implement financial policies and procedures
- Establish new and maintain existing supplier accounts Process supplier invoices
- Maintain the purchase order system
- Donor specific reporting.
- Assisting in preparing the Budgets for Different projects.
- Staff Payroll & overtime.
- Withholding Tax Deductions and filing Tax returns
- Assuring of Funds availability in the field offices and Field Units.
- Cross Charging of Vehicle and Staff among different projects & Budgets.
- Funds Reconciliations with the Regional & Country offices.

Accountant-National Rural Support Programme-NRSP

(01 March 2000 to 25 April 2001)



Major Financial Responsibilities include:

- Dealing with all sorts of receipts and Payments Region and Field Units.
- Payrolls Processing.
- Issuance of Funds for Community Physical Infrastructure Schemes
- Bank Reconciliation Statement and Reconciliation of Current Account with Head Office
- Management of Funds availability in the field offices and Field Units

Accounting Software & IT

- Substantial working knowledge of most Microsoft Office products.
- SAP Business One, Microsoft Dynamics (AX), ODOO, Quick Books, Peach Tree, ST Financials

Education

- **Certified Public Accountant (CPA-F)**- Institute of Certified Public Accountants of Pakistan
- **Master of Business Administration (MBA)**, UIMS- PMAS University of Arid Agriculture Rawalpindi 1999
- **B. Com**, Hailey College of Commerce, University of Punjab-Lahore, Pakistan 1996

PROFESSIONAL PARTICIPATION

Management Training for Executives from Pakistan Institute of Management (PIM)-Lahore Pakistan

Quick Books Training from Thames Business School Islamabad-Pakistan