

# CURRICULUM VITAE

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**OBJECTIVE**

To peruse in Management, Accounts & Finance with a potential to rise in the field of Management & finance. To fulfill the needs of organization by using high level proficiency of Negotiation and cost saving skills.

**PROFILE**

More than 20 years hands on experience of Management, Accounts and Finance, HR, Admin, **within Engineering, Agro based & chemical Industries**. Experience also includes functional expertise on two world-renowned enterprise systems, SAP, ACCPAC, **and locally developed ERP Systems for different organizations**.

**KEY SKILLS**

* + **Analytical and structured approach of formulation and administering Management, Branding, HR & Financial related issues.**
  + **Knowledge of operations policies, procedures and business practices.**
  + **Very good negotiation skills.**
  + **Cost saving and cost estimation skills.**
  + Practical job experience which includes bid invitation, Technical & Commercial evaluation, Import / Export procedure and Custom regulation etc.
  + Product knowledge and communication with worldwide reputed manufacturers.
  + Worldwide relations with procurement organizations.
  + **Very good performance on fast track procurement / Contracts and supply chain services to execute fast track projects with zero MDR & zero down time due to materials.**
  + **Multiple knowledge and skills for managing Industrial / organizational issues.**
  + Preparation of Annual Plan and Budget

**QUALIFICATION**

1. ACMA (Part Qualified) - ICAMP - Lahore
2. ACCA (Part Qualified) - ACCA-UK
3. MBA (Finance & Marketing) – Institute of Leadership & Management (UMT)
4. B.Com (Finance & Accounts) – Punjab University, Lahore.

**CERTIFICATES**

1. 03 Days course (Sales Tax & Income Tax) from Softex.
2. Certified for 7 habits from Franklin & Covey Pakistan.
3. Trained for SAP, ACCPAC & Locally developed ERP Systems
4. On line training course of Managing Supplier Performance.
5. One day in house training workshop for Stress Management organized by Noon Group.
6. One day in house training workshop for first Aid organized by Govt. of Punjab.

**COMPUTER SKILLS**

High-level proficiency in the use of data management and computer software program i.e.

* Microsoft Office suite
* IBM AS-400 System
* SAP & Other Locally Developed ERP Systems
* I have worked as system analyst in a Sugar Mill, Petro-Chemical Company, Pesticide Company and implementing a ERP in Engineering Trading, & manufacturing Units.
* I have hands on experience of developing ERP systems for any organization.

**PROFESSIONAL EXPERIENCE**

Eighteen years working experience in Management, HR & Admin, procurement, inventory of materials, Supply, Logistics Accounts & Finance in Sugar, Chemical, Pesticides, E&P Company, Project Planning & Control in Engineering Organizations.

**1. Noon Group of Companies, (Textile Engineering & Trading Units).**

## Designation: CFO, & Head of Admin, HR & Procurement

## Duration: Since September 5th. 2005 ~ 4th April 2019 (14 Years)

## RESPONSIBILITIES

As CFO and Head of HR, Admin, and Procurement Departments, I was responsible for day to day operations of the accounting department including treasury, safety, audit reviews, health insurance, and risk management. Manage a staff of eight.

* Consolidated departmental responsibilities and streamlined accounting system, reducing staff from 10 people to eight, saving Rs. 960,000 annually.
* Reduced time necessary to file quarterly and annual payroll tax returns, monthly, quarterly and annual financial statement from 20 to 15 days.
* Improved information flow to external auditors, reducing audit costs by Rs.25,000 annually, a 30% savings.
* Negotiated with insurance company and generated competitive bids to reduce insurance cost Rs.120,000 annually, a 40% savings.
* By establishing and maintaining a strong working relationship with the bank, arranged Rs. 10 Million RF Facility, Rs. 25 Million Leasing facility at minimum possible spread .
* I was Organizing and Managing, Finance, Accounts and Procurement activities for the acquisition of materials for Engineering, trading & manufacturing Units. Projects development phases that also include developing procurement strategy, tender plan, evaluation, award and purchase order monitoring.
* Responsibilities are such as,
* **Managing more than 20 people in Factory and Sales Offices all over Pakistan.**
* **Preparation & Monitoring of Annual Plan and Budget**
* **Monitoring of filing the statutory documents with SECP as per statutory requirements.**
* **Ensuring the implementation and monitoring the Management decisions and operating policies.**
* **To convene and conduct the Board of Directors’ meetings & Annual General Meetings as per statutory requirements.**
* **Introduced and Implemented Assets Management**
* **Designing and implementation of Financial Strategies according to Annual Plan and Budgets.**
* **Introduced & implanted Accounting System at Head Office & Remote Locations all over Pakistan (A GCA Solution System)**
* **Import, Purchase & supply chain management.**
* **Managing HR & Administrative requirement.**
* **Analysis of the new and prospective customers, their credit worthiness.**
* **Analysis of the prospective effects of new credit policy on the consumer items as related to the pricing policy.**
* Responsible for the quality, audit ability and governance of the overall procurement / process and general guideline to Buyers and expeditors, measured and improved upon where possible. Also implement training and development plans for the team to ensure that individual competency and performance measures are executed.
* Selects the appropriate vendors, Evaluation of suppliers, value factors and abilities and optimize commercial opportunities. Individual purchase requirement and long-term economic & operational interest of the company by implementation and direction of contracting and procurement strategies.
* **Negotiation, establish and monitor contracts & guidelines for the supply of specific commodities with excellent inter-personal and commercial skills.**
* Global procurement, of process plants, Chemicals, Compressors, Engines/Generators etc. from worldwide i.e. USA, UK, UAE, Singapore, China etc. direct from manufacturer/vendors. Implement global benchmark best practice, improvement initiatives and drive standardization where applicable.
* **Respond to & resolve operating emergencies by implementing urgent procurement actions.**
* Customer service oriented work environment and review and implementation of financial procedures as per company’s guidelines.

**Special Assignment (I).**

* **Prepare procurement manual to establish in house supply & logistic system and define responsibilities i.e. MREQ Issuance, Sending RFQ / BI, Bids analyses (Technical & Commercial) forms,** **Issuance of PO and logistics procedure etc.**
* **Prepare Vendor’s selection procedure and performance evaluation.**
* Select proper location for warehousing nearest to fields.

**2. Ali Akar Enterprises , Lahore.**

## Designation: Asstt. Manager Finance, accounts & Admin

**Duration: October. 2002 ~ September 5th. 2005 ( 03 Yeas)**

The group is involved in the purchase of pesticide chemicals, their production & further sale of pesticide through Franchisee System in all Over Pakistan. They are involved to serve the Large Scale Agriculture Sector of Pakistan.

RESPONSIBILITIES;

* Managing Ten accounts personal of Zonal Offices all over Pakistan.
* Designed and implemented the Financial Strategies & Budgeting
* Dealing with Banks, Leasing Companies & Other DFIs regarding Cash Finance Facilities, leasing and Import facilities (Swifts etc.).
* Managing Running Finances according to Prudential Regulations.
* Managing Group Insurance (Fire, Stock, Marine & Motor etc)
* Introduced and implemented Cash Management and internal control procedures for Head Office & Zonal Offices
* Introduced & implanted Accounting System at Head Office & Remote Locations all over Pakistan (ACCPAC)
* Evaluation and implementation of pesticide pricing policies affecting day-to-day business
* Additional Responsibility of maintain L/C operation for the Imports of Chemicals (IMPORTS MANAGEMENT)
* Managed Salary and Expenses of 450 Sale Persons & Head Office Staff
* Analysis of the new and prospective customers, their credit worthiness.
* Preparation of the new credit policy on the basis of changing pricing structure of pesticide products.
* Analysis of the prospective effects of new credit policy on the consumer items as related to the pricing policy.
* Dealing with the tax departments regarding the personal and company tax matters for the preparation and finalization of returns.
* Maintaining Sales Tax & Income Tax records and dealing with Sales & Income Tax Department for Sales Tax matters.
* AUDIT AND FINALISATION OF ALI AKBAR ENTERPRISE ACCOUNTS (Target Division)

**3. Premier Group of Companies (Petroleum/Chemical)**

## Designation: Chief Accounts Officer

**Duration: November 1995 ~ October 2002 (07 Years)**

The group is involved in the purchase of petrochemicals from Attock Petroleum Limited, Allied Petroleum Company, Pakistan State Oils Limited, and Importing from Sassol South Africa, Sabik Saudi Arabia, Iran, BASF Germany for onward Supplies to Paint, Plastic, Rubber and Shoe industries.

RESPONSIBILITIES;

* Dealing with Banks, Leasing Companies & Other DFIs regarding Cash Finance Facilities, leasing and Import facilities.
* AUDIT AND FINALISATION OF GROUP ACCOUNTS
* SALES MONITORING AND ACCOUNTING
* Additional Responsibility of maintain L/C operation for the Imports of Chemicals (IMPORTS MANAGEMENT).
* Maintaining Sales Tax & Income Tax records and dealing with Sales & Income Tax Department for Sales Tax matters.
* Specialized In Sales Tax Audit
* Completed Sales Tax Audit for the Year ended June 2002
* Preparation of manufacturing sequence of each line item of the main equipment.
* Resolve payment related issues of the sub-contractors.

**LENGUAGES**

* English
* Urdu

I have Fluency in both languages, written and spoken with excellent communication and man-management skills.

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