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| **C:\Users\pascal\Downloads\IMG_2567 (1) (1).JPGZaighum**  **Email**: [zaighum-26468@2freemail.com](mailto:zaighum-26468@2freemail.com) | | | |  |
|  | **Executive Summary** |  | | |
| Dedicated **MBA Finance professional** with extensive knowledge and experience of more than **10 years** in financial management, financial reporting, financial accounting, cash flow management and corporate finance. Ambitious contriver who aligns financial initiatives to achieve strategic objectives. Enthusiastic expert who always keep abreast of the most recent updates and changes in accounting standards. | | | | |
| |  |  |  | | --- | --- | --- | |  | **Strengths** |  | | | | | |
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| * Expertise in Accounts & Finance Management * Accounts preparation up to finalization | | | * 6+ years vast experience in Gulf * Excellent communication & presentation skills | |
| * Treasury / Cash Flow Management | | | * Possess time management & analytical skills | |
| * Liaising with auditors in finalization of audit | | | * Excellent leadership & team building skills | |
| * Financial statement preparation & analysis | | | * Highly organized and extremely quick learner | |
| * Financial forecast for capital budgeting, * Value Added Tax (VAT) * MIS Reporting | | | * Detailed knowledge of accounting procedures * Creative thinker * Budgeting and Variance Analyses | |

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|  | **Qualifications** |  |

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| |  |  | | --- | --- | |  | Master of Business Administration –**(Finance)**  Virtual University of Pakistan**(2010)**  Bachelor of Commerce  Government College of Commerce, Pakistan**(2006)**  Knowledge Module Qualified  The Association of Chartered Certified Accountants, **(UK) (2011)** | |  |
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|  | **Employment Profile** |  |

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| **Manager Accounts**  Chocolate and Confectionary |  | **Jun 2013 – Present** |
| **Accountant**  Masood Textile Mills LTD |  | **Jan 2010 – May 2013** |
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|  | **Experience** |  |
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| **Dubai UAE**  **Growth Part**  Manager Accounts. Aug’ 15- Present  Sr. Accountant June ’13- Jul’15  **Job Accountabilities**  **Financial Statements**   * Monitoring and verifying all financial transactions using Oracle based software. * Keeping track of the financial implications on cost and Revenue. * Responsible for managing all treasury and bank related tasks. * Regular coordination with Bank for managing Trade Finance facilities. * Maintenance of cash and bank position. * Review weekly, monthly and quarterly bank and cash reconciliation from company’s ERP. * Preparation of Monthly / quarterly and Annual Financial Statements in compliance with IFRS and regulatory requirements and reports presentation to the Board of Directors. * Liaison and coordination with External Auditor (KGRN) * Manage accounts receivable with credit terms by ensuring that forms are submitted, maintained and followed up in accordance with the company’s SOPs. * Manage company’s receivable collections including PDCs. Follow up with respective clients on their payment, by email or phone as set out in company’s SOPs. Initiate Customer Account Deactivation in accordance with company’s SOPs & update PDCs in company’s ERP and ensure timely banking. * Preparation of MIS reports and taking part in finalization of Budget and Financial Planning. * Review and approve monthly expense claim payment; and employees’ expense claims commensurate with company’s policy. * Evaluation of Cost-Benefit analysis on each sales transaction. * Submission of Cost cutting recommendation to the management. * Preparation, examination and analyzing accounting records and financial statements to assess accuracy, completeness and conformance to reporting and procedural standards. * Examination of business operations to forecast future revenues and expenditures.   **Masood Textile Mills LTD, Pakistan**  **Accountant** **Jan’10- May ’13**    **Job Accountabilities**   * Review of Bank Reconciliation Statements on a monthly basis and preparation of Analysis Report on banking activities * Monthly Supplier Reconciliation Statements * Preparing Reconciliation of Customers and Suppliers Ledger * Preparation of Month end closings * Monthly review of Accounts Receivable, Accounts Payable &amp; Ledger Scrutiny * Internal Audit of Raw Materials Store and Finished Goods Store * Assisting External Audit Team in conducting Audit * Effective complaint and dispute management through writing letters to parties and senior management * Assisting the Finance Manager in preparation of accounts * Prepares asset, liability, and capital account entries by compiling and analyzing account information. * Documents financial transactions by entering account information. * Recommends financial actions by analyzing accounting options. * Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports. * Substantiates financial transactions by auditing documents. | |
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|  | **IT Proficiency** |  |

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| * Proficient in Accounting software * Well versed in MS Office Suite (Excel, Word, PowerPoint) |

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|  | **Personal Details** |  |

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| Nationality | : | Pakistani |
| Date of Birth | : | 19th December 1986 |
| Marital Status | : | Married |
| Visa Status | : | Employment Visa |
| Driving License | : | UAE Light Vehicle in process |
| Languages | : | English, Urdu, Panjabi, & Hindi |
| References | : | Available on request |