

RAZEEN SHEIKH

Finance And Accountancy

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Business-minded Finance Manager promoting more than 8 years of expertise overseeing transactions and reconciling monthly financial reports. Highly collaborative individual with track record of effectively training and coaching staff members. Offering confidence, team contribution and decision making skills.



Skills

- ◆ SAP Professional
- ◆ Quickbooks Professional
- ◆ Busy Accounting Software Professional
- ◆ MS Office Professional
- ◆ ERP ORACLE Professional
- ◆ English Proficient
- ◆ Team Player



Work History

◆ Dec 2018 - Senior Manager Finance

Current

Salsoft Technologies Pvt Ltd

- Review and Finalization of Financial Statements for International (USA,UK, UAE, IRE etc.) Companies for Corporation Tax Filling
- Implementation of Business Process Reengineering (BPR) Program along with Internal Audit Department,
- Review of Monthly and Quarterly VAT Returns filling of UK, IRE and UAE region
- Finalization of Monthly Management Accounts Reporting Pack including Profit and Loss and Business Net Worth
- Working along with Director Finance, CEO and President for robust Financials and Strategic solutions
- Managing Overall Treasury Department of Local and International Region
- Finalization of Cashflow Statements and Budgeting
- Managing overall Working Capital cycle (AR, AP etc.)

- Finalizations of Chart of Accounts of complex financial structure of International Companies
- Dealing with US banks and handling of merchants, Credit Cards and PayPal accounts
- Analyzing and presenting financial data for financial solutions to different business units and projects
- Overall supervision and Management of Finance Department
- Training of new and existing staff members in various financial procedures to prepare for job requirements
- Created organizational structures to improve accounting and finance functions.
- Supported operations management, sales, and marketing efforts to increase revenue and overall financial health.
- Partnered with IT and operational leadership to develop financial business plans with detailed benchmarks.
- Monitored budget and revenue trends, compiling reports for company leadership to inform decision-making.
- Forecasted trends and recommended improvements based on financial risk analyses.

**Feb 2018 -
Dec 2018**

Manager Finance

Dolmen Group Pioneer Amusement Services (PVT) Ltd

- Dealing and coordination with relationship managers for financing liquidity and treasury
- Setting up telegraphic transfers for import process
- Handling and executions of different types of LC's
- Reviewing monthly bank reconciliation activity
- Analyzing and presenting financial data for financial solutions to different business units and projects
- Over viewing operational and financial matters of various sites
- Verifying monthly sales report, cashflow and company's final accounts
- Dealing with all import procedures
- Managing all procurement processes
- Dealing with all vendors and suppliers
- Setting up different SOP's.
- Reporting of monthly profit or loss of different sites
- Responding and dealing with FBR related issues such a tax monitoring etc
- Analyzing financial and legal contracts
- Executed vendor setup and payment, administration of bank accounts and account reconciliations.

**Dec 2017 -
Feb 2018**

Senior Accounts Officer

Midas Safety, Prime Safety Ltd

- Coordination with Bank for liquidity and treasury
- Negotiate FX rates and execute multi-currency transactions with banks
- Reconciliation of Bank Accounts in SAP
- Recording of Inwards and Outwards Remittances
- Handling and executions of different types of LC's

- Prepare, analyze and present financial data in order to assist in financial decision
- Advise financial solutions to business units on remittance and other varying requirements
- Finding Investments opportunities for excess cash such as TDR'S
- Direct cash management operations including daily cash administration, management of current accounts and bank relations
- Prepare cash flow reports, and identify and evaluate variances
- Complete all cash management set-up documentation for new and existing department processes; prepare correspondence and proposals directed to and for cash management
- Execution and evaluation of Aging report.
- Identified and investigated variances to optimize financial plans and forecasts.
- Updated general ledger of accounts with current, accurate and industry-compliant data to meet all internal and external audit requirements.

**Feb 2015 -
Dec 2017**

Accounts Officer

Pakistan International Airlines Corporation Ltd

- Manage bank relationship for liquidity and treasury
- Negotiate FX rates and execute multi-currency transactions with banks.
- Preparing Monthly FX rates for Entire Network through Tresmark Treasury Terminal Solution
- Periodically seek exceptions from Ministry of Finance on foreign remittance and other regulatory matters.
- Communicated and resolved disputes with clients regarding outstanding invoices, payments and adjustments.
- Collaborated with purchasing department to reconcile vendor invoices and facilitate payments.
- Overhauled process for year-end inventory audits to improve accuracy.
- Handled day-to-day accounting processes to drive financial accuracy.
- Liaise with State Bank of Pakistan on foreign exchange related matters.
- Prepare, analyze and present financial data in order to assist in financial decision.
- Advise financial solutions to business units on remittance and other varying requirements.
- Participated in responding to the questions raised in National Assembly about the financial position of the organization.
- Direct cash management operations including daily cash administration, management of current accounts and bank relations.
- Prepare cash flow reports, and identify and evaluate variances.
- Complete all cash management set-up documentation for new and existing department processes; prepare correspondence and proposals directed to and for cash management.
- Reconciliation of accounts through AP.AR and Treasury Modules in Oracle R 12.
- Execute transactions in Citi Direct Cash Management System of Citi Bank and S2B of Standard Chartered Bank.
- Booking of Excess funds in TDR'S (Term Deposit Receipt).

- Preparing funds transfer plan by projecting cash flow
- Calculation of Routing Requirements by Calculating Throughput Factor against PKR and USD loans
- Minimizing NIDF Markup by pooling all available unused funds
- Monitoring of Pledged accounts against GOP Guaranteed international Loans.
- Preparation of Presentation Slides for Board Meetings stating Critical Liabilities' and Current Funds Position.
- Processing of funds transfer through RTGS and Conversion Approvals (from STATE BANK OF PAKISTAN)



Education

Accountancy And Finance

ACCA MEMBER

Accounting And Finance

A LEVELS

Accounting And Business Management

O Levels

**Jun 2022 -
Current**

BSC Applied Accounting

OXFORD BROOKS UNIVERSITY