|  |  |  |
| --- | --- | --- |
|  | Shahid Ikhtiar, FCMA, MS Finance  **Location:** Korangi, Karachi, Pakistan  **Contact:** +92-334-3965343 • **E-mail:** shahidikhtiar[@hotmail.com](mailto:nafees.acma@hotmail.com)  **Personal Details**  January 01, 1981 • Male • Pakistani • CNIC • 42301-0873624-7 | **C:\Users\Shahid\Downloads\IMG_9189.JPG** |

**profile summary**

A dedicated Finance Professional having over 19 years diverse experience at leading positions, held at group level in Finance, Accounts, Taxation, Costing, Budgeting, Admin and Corporate Secretarial affairs.

**Sectors Served**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Facility Management** | **Retail (Super Market & Fashion Store)** | **Food Chain Restaurant** | **Telecom** | **Information Technology** | **Marketing** |

***---------------------------------------------* Areas of Expertise*----------------------------------------------***

* Financial Reporting and Analysis • Reconciliations
* Costing , Budgeting and Budgetary Reviews
* Corporate Secretarial Affairs (Conducting Board Meetings, Submitting Annual Forms and Returns with SECP)
* Treasury (Dealing with banks for getting term loans and running finance, guarantees and LCs)
* Taxation (Compliances of I.T and S.T audits and monitoring, attending hearings even at appellate forums)
* SAP Business One •Quick Books • Peachtree

**Language Competencies:** English & Urdu

**Professional Experience**

***Elahee Buksh Group*** *(owns The Forum Building, Ebco Supermarket, Timeout Restaurant, Levis Fashion Store and Construction Projects)*

**Sector**: Retail, Food Service, Construction and Facility Management

**Group CFO (Joined as a GM Finance) March 2018 to Present**

* Supervision of Financial Reporting of All Business Units.
* Reviewing and Appraising of Financial Performance and Making recommendations to improve it.
* Making Financial Feasibility for New Projects.
* Making Annual Budgets and Drawing Analysis and Recommendation on Variances between Budget and Actual results.
* Devising and implementing of Internal Control within the Group.
* Recommending on the policies which have financial impacts.
* Seeking Cheap Financing options to meet short term and long term needs and dealing with Banks for arranging term loan and running finance.
* Managing Taxation of entire group it includes reviewing of Monthly/Annual Returns, coordinating W.H.T monitoring and Income Tax/ Sales Tax Audits with Authorities and keeping an eye on changes in tax laws related to the Group Businesses.
* Attending Hearings
* Liaison with external auditors in order to conduct audits timely and in proper manner.
* Making Compliances of all secretarial affairs with SECP. ( Form 29, 28, A and Annual Return)

**Halai Group** (owns Espresso Coffee Chain, Horizon Graphics Billboards Manufacturer)

**Sector:** Food Service (Restaurants) & Marketing

**Group Finance Manager** (Joined as a Manager Finance*)* **March 2014 to February 2018**

* Monitoring of Financial Progress and financial reporting of companies and AOPs within the group that those should be as per IASs, IFRSs and relevant local laws.
* Reviewing of tax calculations and working to ensure that provisions of Sales Tax, and Income Tax, Labour Laws are being observed accurately.
* Supervising of Preparation of Budgets of All Companies and AOPs.
* Devising and implementing of controls at the Group level.
* Supervising preparation of feasibility reports for the new outlets and projects
* Training of associated staff members related to Financial and Taxation affairs.
* Coordinate with banks, vendors and clients for any financial information.
* Liaison with external auditors in order to conduct audit in proper manner.
* Ensure corrective procedure is properly applied in case of any non-compliance and report up to date status thereof to the management.
* Propose financial strategies during meetings and when required.
* Interacting independently with Tax Authorities and Labour Law Authorities.

***Information Systems Associates Limited*** *(Network Operator and Software Developer)*

***(Shahnawaz Group)***

**Sector:** Telecom and I.T

**Head of Taxation, Costing Budgeting and Company Secretary** (Joined as an Accounts Officer)

**June 2006 to February 2014**

* Corporate Tax [assessment (returns), Audit and Refund]
* Preparation of annual tax and deferred tax working for annual audit.
* Filing of With Holding Monthly and annually Returns and getting them audited by the Tax Authorities.
* Filing of Sales Tax Monthly and Annually returns and getting them audited by the Tax Authorities.
* Seeking tax credit and exemptions for income tax and sales tax
* Checking the stock and Fixed Assets registers and insuring that control should be exercised throughout year.
* Company’s overall secretarial issues, conduct board of directors meeting, EOGM and AGM and fulfilling legal requirement of Public Limited company with the regulatory body (Security Exchange Commission).
* Software implementation GL, Inventory, Payroll and Invoice.
* Designing and implementing costing of Service and Products.
* Budgeting and forecasting with periodical controls, variance analysis, and management reporting and ensuring compliance.
* Sales Analytical, improvement suggestions, cost curtailment activities

|  |  |  |
| --- | --- | --- |
| **Career Summary :** | 19 years |  |
| **Organization** | **Duration** | **Positions Held** |
| **Elahee Buksh Group** | March 2018 to date | * Group CFO/G.M Finance |
| **Halai Group** | October 2015 to Feb 2018 March 2014 to Sep 2015 | * Group Finance Manager * Manager Finance |
| **Information Systems Associates Ltd (Shahnawaz Group)** | Jan 2011 to Feb 2014  Dec 2007 to Dec 2010  June 2006 to Nov 2007 | * Head of Taxation, Costing, Budgeting and Company Secretary; * Assistant Manager Accounts, Taxation and Admin; * Accounts Officer/ Executive Payable and Receivable |

**Education**

**Chartered Management Accountant (FCMA)**, ICMAP

**APFA, Public Finance**, PIPFA

**MS in Finance,** Mohammad Ali Jinnah University

**Master of Commerce**, HEC Equivalence

**Bachelor of Commerce**, St. Patrick’s Govt. College