

Financial Controller, Project Finance Analyst

Energetic, collaborative, known for highly effective problem-solving skills with more than 8 years of progressive experience with monitoring accounts payable and receivables, where I worked as a part of cross-functional teams. Detail-oriented and extremely organized with strong computer skills, ability to work and interact with a broad diversity of individuals independently.



Professional Expertise:

Budget Planning, Development & Control
Proficient with using MS Office and Advance Excel

Projects' Cost Reductions Planning
Accounting Knowledge

Professional Experience

Senior Accountant

Working with **King Vapes Electronics Cigarettes & Accessories Trading L.L.C**, a vape trading company since **July 2023** and following tasks being performed:

- Record and reconcile sales transactions, ensuring accuracy and compliance with accounting standards.
- Maintain detailed records of sales revenue, discounts, allowances, and commissions.
- Prepare timely and accurate financial reports related to sales, including revenue reports, sales variance analysis, and sales forecasts.
- Collaborate with the financial reporting team to consolidate data and contribute to overall financial reporting processes.
- Analyze sales data to identify trends, patterns, and potential opportunities for growth or improvement.
- Provide insights to support strategic decision-making, such as pricing strategies and product mix.
- Collaborate closely with the sales team to ensure accurate recording of sales transactions, resolve discrepancies, and facilitate smooth communication between departments.
- Work with the accounts receivable team to ensure timely and accurate customer invoicing and collections.
- Continuously evaluate and enhance sales accounting processes to increase efficiency, accuracy, and overall effectiveness.
- Identify and implement automation opportunities to streamline routine tasks and minimize manual intervention.
- Assist in internal and external audits related to sales transactions and revenue recognition.

Manager Finance & Accounts (Acting as Chief Financial Officer (CFO.) & Co. Secretary) Dec 20 – July 23

Working with Oil & Gas sector for JS Petroleum Limited, a LPG storage and handling terminal at Port Qasim, Karachi – Pakistan and following tasks being performed:

- Working closely with the project development team to identify, analyze and execute the most optimum financing solution for project which include debt and equity.
- Work closely with top Management / BOD to develop and execute commercial strategies for complicated projects.

SHAHID SHAFIQ, ACCA (Fin.), BSc. (Applied Accounting)

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Deira Dubai, UAE

Visa Status - Visit

- Review and negotiation of financing term sheet as well as financing agreements with consortium of banks (Syndicate participants) and their legal advisors.
- Liaison with banks, legal and technical advisors, auditors and sponsors throughout the business to appraise status.
- Maintain company ledgers and daily financial transactions.
- Identify discrepancies in ledgers and accounts, tracking them to the source and correcting them.
- Preparing the budget and financial forecasts and report variances.
- Preparing monthly, quarterly, semiannually and annually company accounts and tax returns.
- Responsible for all company secretarial functions, duties and responsibilities.
- Organizing, preparing agendas for, and taking minutes of Board Meetings.
- Updating and maintaining all licenses and companies House records.
- Maintaining statutory books i.e registers of members, directors, and secretaries.

Achievements:

- Played a vital role in arrangement and financial close of syndicate project financing of almost two Billion PKR.
- Cost cut by reducing the interest, insurance, and duties taxes cost of the organization through effective negotiation.

Assistant Manager Accounts – Silo Slip forming Specialist

June 2018 – October 2020

As Assistant Manager Accounts in Silo Slip forming Specialist, a Construction Company, I was providing wide range of services including:

- Assist processes for financial forecasting, budgets, financial analysis, providing recommendations to strategically enhance financial performance and business opportunities.
- Supporting financial management in directing budgeting, cost controlling.
- Maintain company ledgers and daily financial transactions.
- Create financial documents such as bills, invoices, payables, receivables and purchase orders.
- Identify discrepancies in ledgers and accounts, tracking them to the source and correcting them.
- Coordinate and manage payment and billing details of external service providers, contractors and vendors.
- Verify payments and deposits made through the company account and coordinate with the bank.
- Assisting in preparing monthly, quarterly, semiannually and annually company accounts.

Accounts Officer – Rasheed & Brothers

March 2015 – May 2018

As Accounts Officer in Rasheed & Brothers, a Construction Company, I was providing wide range of services including:

- Creating and processing invoices.
- Cross-checking invoices with payments and expenses to ensure accuracy.
- Sending bills and invoices to clients.

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- Managing a company's accounts payable and receivable.
- Tracking organization expenses.
- Communicating with clients regarding billing and payments.
- Assist in preparing semiannually and annually company accounts.

Education & Professional Certifications

ACCA – Association of Chartered Certified Accountants, United Kingdom

BSc. (Hons.) in Applied Accounting – Oxford Brookes University, UK

CAT- Certified Accounting Technician – Association of Chartered Certified Accountants

Finalist

2016

2012