

Muhammad Shahnawaz Asad

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Aspiring for challenging job in the field of Finance & Accounts with a growth oriented organization where I can utilize my skills effectively & efficiently in a practical manner in my Professional approach.

PROFESSIONAL SUMMARY

AREAS OF EXPERTISE

Finance & Accounts
Financial Management
Compliance
Financial Reporting
Risk Management
Document & Control
SLA
Client Relationship Management
Training & Development

- ✧ Meticulous professional with over 5 years of hands-on experience in Finance and Accounts, key metric /measures financial reporting. Result oriented decisive leader to maintain high quality standards to meet challenges of this fast-paced industry.
- ✧ Planning, forecasting, reporting and analytical support of financials. Managing the Strategic Business Plan (SBP), Annual Operating Plan (AOP), and Forecasting Processes as well as reporting period results and developing presentations and communicating results to Leadership.
- ✧ **Currently working as Senior – Document & Compliance Officer with Saudi Bin Laden Group, Jeddah, Saudi Arabia.**
- ✧ Expertise in elevating customer satisfaction, while adhering to SLAs and work processes and managing cost-effective operations.
- ✧ Track record of managing processes / SOPs and streamlining workflow & creating team work environment to enhance productivity innovatively
- ✧ Excellent communication skills & interpersonal skills with proven abilities in customer relationship management & team management.

CORE COMPETENCIES

Finance & Accounts

- ✧ Translating knowledge of accounting practices and standards into defining tools, processes, and applications.
- ✧ Performing highly difficult to complex accounting procedures/methods.
- ✧ Establishing management/internal controls to ensure integrity of financial data.

Planning & Forecasting

- ✧ Recognizing budget principles, procedures, and terminology.
- ✧ Researching & providing relevant data to support the generation of reports, forecasts and business metrics.
- ✧ Understanding and performing defined basic/routine tasks associated with forecasting and projection (e.g. running defined reports and compiling data for analysis) under direct supervision.

Risk Management

- ✧ Demonstrating proficiency in identifying potential issues / risks associated with day-to-day operations.
- ✧ Suggesting possible resolutions to the identified issues / risks.
- ✧ Understanding the risk management strategy for the process and applying the same to resolve issues highlighted.
- ✧ Point of contact for monitoring the internal & external regulatory environment to track any changes in guidelines and communicating the same internally to the team.

Internal Controls

- ✧ In the light of SOX, adherence to and compliance with governance, risk policies, procedures and compliance.
- ✧ Instrumental in ensuring financial controls are in place and process risk are identified and mitigated.

Document Controls

- ✧ Adherence to and compliance with governance, risk policies, procedures and compliance policies.

Relationship Management

- ✧ Facilitating resource network to foster individual and group growth. Establishing long-term business relationships which deliver mutual value.
- ✧ Facilitating business change decision-making processes and the planning and implementation of change.

Business Performance Management

- ✧ Developing root cause analysis processes to identify reasons for performance shortfall & developing plans to turn performance around.
- ✧ Creating approaches for leveraging capabilities in achieving desired business performance.
- ✧ Developing a team by identifying and capitalizing on its strengths and adapts approach accordingly.

CAREER CONTOUR

Saudi Bin Laden Group, Jeddah As Sr. Document Control & Compliance Officer

May'13 till date

- Maintaining a Master Document Control register. Maintaining Client & consultants contract document.
- Maintaining the records of all Site Management Procedures of contractors and sub-contractors and updating the approved status.
- Responsible for coordinating document change orders (DCO) facilitates review, approval, and retention of Risk Management documents.
- Accountable for cost control activities: receipt & reporting on money certificates and invoices submitted by subcontractors, reconciliation of money certificates and requisite approvals ensuring no objection document raised by consultant regarding subcontractor work.
- Supporting the financial reporting process by providing periodic financial data to functional management and financial analysts on an accurate and timely basis. This includes providing data and reports for analysis and completing research on variances to plan, prior year, and forecasts. Also, preparing periodic flash report for further review.
- Point of contact for Authorizing Safety tools for Quality Control personnel.
- Assists in monitoring engagements to ensure accurate accounting of revenue and maximum profitability.

Saudi Bin Laden Group, Jeddah As Document Control

Aug'12 – Apr'13

- Accountable for implementing and managing the Document and Records Management Process during the execution phase of the project.
- Establishing, monitoring and updating of the Project Distribution Matrix.
- Generating and controlling of all signed documents of Quality Control Procedures (QCP) Inspection Test Plans (ITP), Work Method Statement (WMS) and data book etc.
- Maintaining the document management system and ensuring compatibility and alignment with contractors.
- Assisting in supporting external audits, coordinating activities in backroom and ensuring timely response to documentation requests for auditors.
- Approving money certificates, preparing MI for the Management entailing the work of subcontractor approved by the consultant.
- Supporting the fiscal year planning process by providing historical data and trend information for review. Inputs plan into Departmental planning system and distributes final plan to functional management. Preparation of periodic forecasts for regional management review.
- Providing accurate and timely information to the Management and continuously seeks to enhance the service provided to the client. Supporting internal controls & procedures to manage costs & maximize profitability.
- Responsible for canning of documents for distribution to designated recipients and uploading to Primavera Contract Management System.
- Accountable for maintaining a hard copy reference library for all documentation, acting as a stop shop for quick and easy retrieval of information.

Rifah & Zohaib Associates, Pakistan As Finance & Accounts Officer

Mar'12 – July'12

- Lead, manage and motivate managers within their community and responsible for own business area's performance against a number of key metrics including customer satisfaction, employee satisfaction, compliance with statutory requirements and operational efficiency. Ensuring that financial controls are in place and process risk is identified and mitigated.
- Administer and monitor the financial system in order to ensure that the municipal finances are maintained in an accurate and timely manner.
- Manage a variety of fiscal and accounting functions pertaining to areas such as general accounting, accounts payable, payroll, auditing, bond administration, treasury management, and financial reporting
- Assist in the preparation of monthly balance sheet account reconciliations.
- Maintaining the accounts payable and accounts receivable systems in order to ensure complete and accurate records of all transactions.
- Responsible for financial accounts including budgets and cash-flow.
- Preparing comprehensive financial statements; participating in preparing and presenting quarterly periodic financial reports, assisting in compiling the comprehensive Annual Financial Report, including developing the statistical section; conducting special expenditure analyses.
- Competitor analysis and measuring the Business performance basis key metrics and measures.
- Assisting in the review and preparation of budget estimates; provides financial and budget information to other departments and assists in resolving questions and issues; preparing the monthly treasurer's

report, comparing budget versus current actual revenues and expenditures; records investment transactions and monthly investment portfolio schedules; generates cash management analyses.

- o Implementing Internal Controls: Evaluation of various operating processes & providing suggestions to improvise on the same. Building internal checks and controls into the systems to safeguard the assets and ensuring the accuracy of financial information.
- o Preparing sales invoices & the upkeep of an accurate accounts filing system.
- o Preparation and input of month end journal vouchers.
- o Fixed Asset accounting, reconciliations and depreciation journals.

Deloitte Touche Tohmatsu, Pakistan
As Audit & Assurance Officer

June'11 – Mar'12

- o Participate in the planning and execution of activities to support the objectives established for SOX compliance, including understanding of SOX processes, conducting tests of design and tests of operational effectiveness for key processes and controls.
- o Reconciling the quantity and cost of inventory on Statement of Financial Position to the actual to analyze if this inventory physically exists. Taking benchmark and estimating the monetary value of available inventory, reconciling to ensure accuracy and numbers not getting over stated.
- o Examined & analyzed clients accounting records & assisted audit manager in preparation of report regarding client's financial status & operating procedures.
- o Planning, budgeting and costing of audit engagements.
- o Inspection of fixed assets register, matching it with valuations & depreciations in statement of financial position & physical checks of assets.
- o Ensure audit execution in accordance with applicable auditing standards.
- o Identify business risks and assess internal control environment.
- o Reviewing asset register & reconciling to the assets available. Checking the invoices and payments documents or any other contract, ensuring assets belongs to the Company & appropriate depreciation policy is adopted & reconciled to Statement of Financial position.
- o Depreciation Policy
- o Review of loan agreements. Also instrumental in reviewing of Government grants to fertilizer industry.
- o Ensure preparation of statutory financial statements in accordance with applicable accounting standards.
- o Collection, coding, cross matching & filing of audit evidences at client.
- o Inspected items in books of original entry to determine if proper procedure in recording transactions was followed.

Riddelsden Accountants, UK
As Assistant Accountant

Sept'08 – Nov'09

As accounts assistant, I was responsible for all month end duties including Prepayments & Accruals prep, Journals, Weekly Profit & Loss Schedules, Trial Balance Reconciliations, Multiple complex Bank Reconciliations, Customer/Vendor recons, VAT returns and liaising regularly with management and auditors. Additionally responsible for managing payroll function (end to end).

EDUCATION

- ✎ **ACCA** [Chartered and Certified Accountant], Kaplan financial [Glasgow, UK] [2011]
- ✎ **LLB** [Bachelor's of Law & Legislation], University of Peshawar [Pakistan] [2006]
- ✎ Bachelor's Degree in Statistics & Economics, University of Peshawar [Pakistan] [2002]

SEMINAR/WORKSHOP

- ✎ Convergence of International Accounting Standards(U.K.) and GAAP (U.S) [Glasgow Caledonian University] [2010]
- ✎ Code of Ethical & professional Behaviour [Deloitte Touché Tohmastu] [2011]

PERSONAL DOSSIER

Date and Place of Birth : 4th September 1981 – Pakistan

Permanent Address : House 106/C, Bicket Gunj Bazaar Mardan, KPK, Pakistan

Current Address : District Azizia, Jeddah, Saudi Arabia

Nationality : Pakistani

Languages : English, Hindi, Urdu, Pashto, Arabic (Beginner)

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