

CURRICULUM VITAE

Saqib Javaid

H. No. 207- Hunza Block
Allama Iqbal Town, Lahore.
Mob: +92-300-4001642
Email: asconian1975@yahoo.com



Career Objectives

To work for the prosperity of the organization to give my potential a challenged direction.

The trust of my career objective is to use my knowledge, skills and wisdom in the field of accountancy and finance so as to equip myself with the theoretical and practical tools and techniques.

Professional Qualifications

Built the knowledge to get the professional excellence

Degree / Certifications

Bachelor of Commerce

Intermediate in science

ACCA Qualified

(Articles from **Grant Thornton**
Anjum Rahman & Co)
Scholars College of Commerce
(Punjab University).
Govt. Islamia College Civil Lines,
Lahore (Lahore Board)

Professional Experience

Current Job From January 2012 to Date

Currently I am working as **Financial Controller** and heading Accounts and Finance department in **TUV Austria** an ISO Certification and 3rd party inspection body and having 32 offices all over the world. My area of responsibility is as under:

- ❖ Finalization and reporting of monthly **P&L** flash report followed by complete finalized monthly accounts to group head office in Vienna-Austria.
- ❖ To analyze and control the movement of **balance sheets** heads on monthly basis.
- ❖ Managing **cash flow** of company and remittance to parent company as well as to other group office.
- ❖ Dealing with **State Bank of Pakistan** for getting approval of payments for technical fee, royalty and dividends etc. etc.
- ❖ Checking and finalization of Edit lists and approve for posting in **ERP**. Checking and approving bank reconciliation statements on monthly basis.
- ❖ Resolving any issue or query raised by Head Office.
- ❖ To report monthly **cash flow statement and Bank Balances** on weekly basis to Head Office.
- ❖ Preparation of **Annual Budget** and making analysis of actual figures with the budgeted figure on monthly basis. To attend annual budget meeting along with country manager in order to present budget to Regional heads. Preparation of **financial forecast** thrice in a financial year.
- ❖ To handle and discuss all the issues arise during the course of statutory as well as during management audit conducted by KPMG, (auditors appointed by principles/parent Company).
- ❖ To arrange and organize **internal audit** by conducted by Group Internal Auditors.
- ❖ To resolve all taxation issues, preparation of details required by **tax department, to attend hearings and filing of tax returns.**

CURRICULUM VITAE

	<ul style="list-style-type: none"> ❖ Dealing with PRA, SRB and ICT for sales tax matters. ❖ To deal with banks, leasing companies and other financial institutions. ❖ Supervising debt collection & recovery department. ❖ Part of team evaluating risk for which the company is exposed i.e., financial, operational, legal, tax and regulatory framework
Moody International (Pvt.) Ltd From Jan-2002 to Dec-2011	<p>I have worked as Manager Accounts & Financial in Moody International Pvt. Limited My area of responsibility was as under:</p> <ul style="list-style-type: none"> ✚ Preparation and finalization of Monthly, Quarterly and Annual accounts. ✚ To attend monthly conference call chaired by Regional Director and Regional financial controller and to response on queries raised by them. ✚ Reporting to Head Office through Sun Accounting Software i.e., uploading of templates into the system. ✚ To handle the Intercompany Batch finalization Process (settlement of Intercompany invoices) i.e., to accept and raise Intercompany invoices to group offices. Handle transaction matching in order to show correct ageing analysis of Intercompany Debtors and Creditors. ✚ Verifying payment list to suppliers and recommending payments. ✚ Reviewing of receivable list and analyzing Debtors Ageing Report and take appropriate steps to recover old debtors. To control and create bad debts provision as per policy. ✚ To arrange performance bonds / guarantees required for bidding process.
Due Diligence	<ul style="list-style-type: none"> ❖ I was responsible to execute and get completed due diligence exercise before sales of Moody's shares to Intertek Pvt. Ltd. Scope of due diligence was financial, regulatory, legal, and tax. ❖ I have also executed an assignment on behalf of head office to conducted an initial due diligence of Target Companies for acquisition in Singapore.
Company Secretary	<ul style="list-style-type: none"> ❖ Acted as company secretary and responsible to complete all statutory requirements of filing the corporate documentation with Securities and Exchange Commission of Pakistan. To organized Board Meetings, Preparation of minutes of AGM.
Head HR	<ul style="list-style-type: none"> ❖ Acted as Head HR, Involved in development of HRM module for ERP. My area was to supervise Finalization of JD's, KPI's, Performance Appraisal and development of HR Manual for the company.
Incorporation of companies in Bangladesh and Srilanka	<ul style="list-style-type: none"> ❖ I successfully established 100% owned subsidiaries of TUV Austria in Bangladesh and Sri Lanka. Gone through all the processes starting from opening of securities investment account (SIA), sending investment from Pakistan after getting approval from State Bank of Pakistan, Preparing feasibilities and working on ROI, opening bank accounts, board resolution and many other documents required as per local laws of both Bangladesh and Sri Lanka.
Articleship From November 1997 to November 2001	<p>Professional training with Anjum Asim Shahid & Co (AASC) which is one of the leading firm of chartered accountants and management consultants in Pakistan. AASC is also a member firm of Grant Thornton International (GTI).</p> <p>While working with Grant Thornton, I had the opportunity of performing in an excellent corporate environment, the following professional tasks in respect of assurance services:</p> <ul style="list-style-type: none"> • Assessment of clients business & environment and internal control risks. • Audit planning on basis of assessed risk level subject to available human and time resources. • Developing, restructuring and evaluating internal control systems.

CURRICULUM VITAE

- Examination, analysis and review of financial statements and accounting systems and target investigation.
- Monitoring and evaluation of systems and underlying records of financial statements assertions.
- Conducted and reviewed a number of assurance assignments which included planning, organizing, controlling and reviewing the entire job, understanding internal controls and conducting system reviews with objective of recommending improvements and reviewing financial statements to ensure compliance with local laws and International Financial Reporting Standards.

Statutory Audit

First Hajveri Modarba, deals in various kind of financing, Head office in Lahore.
Samin Textiles Limited, a textile weaving concern. Head Office is in Lahore.
Eden Developers (Pvt) Limited, Construction group, situated in Lahore.
ICC Textile Mills Limited, a textile weaving concern, Head Office is in Lahore.
Ayaz Textile Mills Limited, a textile weaving concern, head office is in Lahore.
Travel Easy (Pvt) Limited, Deals in trading of air tickets, situated in Lahore.

Internal Audit

Conducted the internal audit of **Bahria Town (Pvt) Limited, Lahore** and **PCICS**, that included reconciliation of the stock records of the branches with the head office and identification of any misappropriation in the same.

Tax Audit

Conducted the tax audit of **New Khan Road Runners, Lahore** that was an inve: into the records of the company with the view of identifying any non-compliance income tax law.

Special Assignments

Seeking new challenges to meet the world challenges

City Bank Micro Credit Financing

Served in the capacity of senior and area of responsibility was micro level business estimation of income of various medium and large business (organized and unorganized sectors) for **City Bank N.A**

Prime Minister's Small & Medium Enterprises Financing

Served in the capacity of Senior and the area of responsibility was income estimation of small and medium business for **Habib Bank Limited**

Personal Details

Date Of Birth	April 20, 1975.
Passport Number	AE 8697002.
Marital Status	Married

Special Courses

Guide the knowledge towards the practical edge.

- Core skill of a Manager – HRS Global
- 7-habits of a Manager – Franklin Covey
- ✓ Course on effective communication.
- Course on Micro financing conducted by **City Bank N.A**
- ✓ Completed ISO 9001:2008 course
- Attend various in house seminars and courses of **Grant Thornton International (GTI)** relating to internal controls, audit techniques and statutory audit.

Computer Skill

Good command over spread sheet making and word processing in MS Excel and MS Word interface. Worked in computer environment throughout the professional career. Experienced working at **Oracle based customized software, FoxPro and QuickBooks** systems.