

MUHAMMAD ADNAN, ACA

ACCOUNTS & FINANCE PROFESSIONAL



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🏡 Riyadh, Saudi Arabia



ABOUT ME

Forward-thinking and results-driven Qualified Chartered Accountant with over 5.5 years of diverse experience in external and internal audit, financial management, and accounting. Adept at multitasking, decision-making, and delivering high-quality results in fast-paced environments. Recognized for strong leadership, analytical skills, and a solution-oriented mindset. Excellent communication and presentation abilities, with a keen focus on efficiency, collaboration, and continuous improvement.



PROFESSIONAL SKILLS

- Timely preparation of general ledgers, trial balance, statement of profit or loss, statement of financial position, cash flows, and consolidated financial statements.
- Application of International Financial Reporting Standards and International Standards on Auditing.
- Maintaining books of account and daily bank reconciliation.
- Carrying out reconciliation of receivables and Payables with their respective statements.
- Managing physical inventory taking and valuation in accordance with the accounting standard.
- Submitting the Fixed Assets Module and recording the monthly depreciation chart on time.
- Analyzing business operations, trends, costs, revenues, financial commitments, and obligations.
- Adjustments of Suspense Accounts and Accounting Discrepancies.
- Managing the complete planning and management activities for audits, ensuring completion of audits within time and coordination with external auditors.



EXPERIENCE

ACCOUNTS SUPERVISOR | Jun, 2025 – Present

FUTURE HORIZONS CONTRACTING



- Supervised daily accounting operations (AP, AR, GL, payroll, bank reconciliations) and ensured timely month-end closing.
- Reviewed subcontractor/supplier invoices, monitored project-wise cost control, and ensured accurate allocations in line with BOQs and budgets.
- Ensured full compliance with **ZATCA VAT & WHT** regulations, including accurate tax treatment, filing, and payments.
- Prepared project cost reports, financial statements, cash flow forecasts, and supported budgeting and variance analysis.
- Coordinated with Project Managers, Cost Control, and Procurement teams to validate project expenses, reconcile materials, and confirm subcontractor progress valuations.
- Utilized **Microsoft Dynamics 365** for accounting entries, project tracking, vendor management, and financial reporting.

CHIEF ACCOUNTANT | Sep, 2024 – May, 2025

AK CONSULTANTS PAKISTAN



- Led the entire accounting function, reporting directly to the CEO, and ensured compliance with financial regulations and best practices.
- Developed and implemented accounting processes, managing the complete financial reporting cycle, including monthly financial statements, cash flow statements, and bank reconciliations.
- Managed commission receivables from international universities, overseeing the tracking, collection, and documentation of payments.
- Supervised and guided junior staff in bookkeeping and data entry to ensure accuracy and efficiency.
- Implemented internal control systems to safeguard financial assets, improve operational efficiency, and ensure transparency.
- Contributed to budgeting and forecasting, providing strategic insights and supporting senior management in financial planning and decision-making.

AUDIT AND ACCOUNTS ASSOCIATE | Jun, 2020 – Aug, 2024

RAHMAN SARFARAZ RAHIM IQBAL RAFIQ & CO. CHARTERED ACCOUNTANTS - a member firm of Russell Bedford International



Conducted external and internal audits for over 20 clients across diverse industries, ensuring compliance with relevant standards and regulations. Prepared financial statements for both individual companies and corporate groups, while also providing comprehensive accounting and bookkeeping services tailored to client needs.

Sectors served:

- Food & beverages
- Educational institutions
- Textile industry
- IT & media
- Real estate/construction
- Social & charitable institutions
- Sugar industry
- Trading Industry
- Service sector
- Pharmaceuticals



EDUCATION

CHARTERED ACCOUNTANT – ACA | PAKISTAN INSTITUTE OF CHARTERED ACCOUNTANTS OF PAKISTAN



ASSOCIATION OF CHARTERED CERTIFIED ACCOUNTANTS - ACCA FINALIST | UK ASSOCIATION OF CHARTERED CERTIFIED ACCOUNTANTS





SKILLS

CORE COMPETENCIES

- Audits and financial reporting
- Compliance with IFRS/IAS & ISA
- Compliance with Corporate matters
- Tax accounting and Compliance

TECHNICAL PROFECIANCIES

- Advanced excel, MS word, and power point
- Microsoft Dynamics 365
- Odoo
- QuickBooks
- SAP

INTERPERSONAL SKILLS

- Leadership
- Team Management
- Decision Making
- Time Management
- Communication
- Motivation
- Flexibility
- Learning
- Problem Solving



CERTIFICATES

Presentation and Communication Skills Course – PCSC-I
Professional Values, Ethics, and Attitude (PVEA)
SAP Technology Consultant