

MUHAMMAD SALMAN UDDIN

Experienced Accounts & Finance Professional



CONTACTS

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ABOUT ME

Detailed oriented individual skilled in Oracle Fusion Cloud with strong communication,organizational,leadership and technical skills seeking to bring over 12 years of Accounting expertise to enhance growth to a company.

PERSONAL DETAILS

Date of birth
10.11.1982

Nationality
Pakistani

Visa status
Valid Residence Permit - Transferable

Marital status
Married

LANGUAGES

English

SKILLS

- Oracle Fusion proficiency
- Excel proficiency
- Positive learning process
- Problem resolution
- Weekly/Monthly Payroll
- Financial records and processing
- Reports generation and analysis
- General ledger accounting
- Financial statement analysis
- MS Power BI

WORK EXPERIENCE

Accounting Supervisor

Elseif Engineering And Contracting Company / Riyadh / Aug 2018 - Jun 2020

- Responsible for day-to-day general ledger accounting and reconciliation, financial reporting and analysis for assigned functional areas.
- Prepare Monthly P&L, its commentary on variances actual vs planned budget and ensure cost-center wise spending is in with Budget.
- Review working capital requirements budget and compare with actual on monthly basis for treasury and cash flow management.
- Posting of Journals and validates with Trial Balance.
- Review, propose and establish process improvements and procedures.
- Ensures compliance with government regulations, internal controls, procedures and policies.
- Participates in month-end and year-end closing activities.
- Assisting Auditors in reviewing statutory & annual reports.
- Administer and Oversight of weekly/Monthly payroll for Over 25000 Employees using Oracle Fusion Payroll
- Prepares Inter company Transactions and Payroll Provisions Reconciliations .
- Supervises payroll distribution (CASH & Bank), direct deposit (WAGES PROTECTING SYSTEM) and retro-expenditure transfers .
- Performs Month/ Year End Closing For Staff and Manpower Payroll.
- Produces communication strategies to meet client's KPIs.

Senior Accountant

**Elseif Engineering And Contracting Company / Riyadh
July 2016 - July 2018 (2 Years)**

- Ensures that all journal vouchers and invoices related to expenses, revenues, personnel, fixed assets, banks and inter-company transactions are properly booked in the system.
- Prepares the Cash flow on daily, quarterly and yearly basis.
- Prepares Inter-company & Bank reconciliation at the end of each month and pass the necessary journals to eliminate discrepancies.
- Prepares, and follows up on the monthly adjusting entries to allow for a smooth and reliable month end closing process.
- Makes sure that all procedures of company books, records and reports comply with the IFRS financial reporting and accounting standards .
- Maintains and updates a comprehensive and controlled Fixed Assets Register.
- Liaise with external auditors.
- Conducts Maintains a proper follow up and reconciliations with third parties' accounts balances.
- Reviewing the salaries and preparing the related bank transfer (WPS).
- Checking all the Supplier's related documents (i.e. GRN/SRN, Original Invoice, Delivery Note, PO/LPO, PR) for correctness & completeness before approval.
- Recording Subcontractors documents in System & approving of suppliers entries
- Supervising the Payment process to Subcontractors/Suppliers and ensuring the completeness of all.
- Ensuring that all subcontractors/suppliers documents are properly logged for tracking
- Making AP aging reports for management to show the AP status.
- Checking and approving Bank reconciliation statement

Key Achievements as Senior Accountant :-

- Testing and Implementation of Oracle Fusion Cloud.
- Data Cleansing of GL's for Migration from Different Entities to One in Oracle Fusion Cloud.

Accountant

**Elseif Engineering And Contracting Company / Riyadh
Dec 2011 - Jun 2016 (4 Years 7 Months)**

- Performs day-to-day general ledger accounting Including journal entry preparation and related reporting in the areas of Prepaids, Accruals, Payroll, Benefits, and Intercompany.
- Maintains accounts payable subsidiary ledger, assist with vendor payment setup, post of invoices.
- Provides financial information to management by researching and analyzing accounting data.
- Participate in preparing budget for the company.
- Preparing monthly cash flows projection for the company and for the group subsidiaries.
- Combining and analyzing the monthly accounts receivable movement of the group subsidiaries.
- Preparing fixed assets register and calculating the monthly depreciation.
- Performs monthly Bank and Petty Cash account reconciliation.

Key Achievements as Accountant :-

- Testing and Implementation of ERP Software (Build Smart).

Accountant

M/S NATIONAL ENGINEERS / KARACHI / Mar 2006 - May 2011

- Reconciling accounts and reviewed all materials, including surplus, income, expense data, net worth and assets.
- Completing daily cash functions like account tracking, payroll and wage allocations, budgeting, donating and all types of cash and banking reconciliations with 100% accuracy.
- Collects and arranged information and entered details into computer database.
- Maintaining integrity of general ledger, including chart of accounts.
- Suggesting key budgetary changes to increase company profits.
- Initiates comprehensive account assessments to check viability, stability and profitability of business operations.
- Accurately documented all cash, credit, fixed assets, accrued expenses and line of credit transactions.
- Completing daily accounting tasks including tracking funds, preparing deposits and reconciling accounts.
- Supporting monthly reporting analysis to achieve validation of internal reports and to reconcile production operations and general ledger.
- Reviewing and processed employee expense reports and vendor invoices for payment.
- Compiles and Prepares journal entries and performing accounting on accrual basis.

AUDITOR AND ACCOUNTS TRAINEE

M/S UMAR SIDDIQUI & CO / KARACHI / Jan 2003 - Feb 2004

- Ensures compliance with established internal control procedures by examining records, reports, operating practices, and documentation.
- Verifies assets and liabilities by comparing items to documentation.
- Documented reports of daily activities and irregularities such as property damage, theft, guest or employee accidents and unusual occurrences.

EDUCATION

Bachelor Of Commerce
Karachi & University Of Karachi
2008

Diploma in IT and Business Management
Karachi & University Of Karachi
2009

COURSES

Financial Modeling and Forecasting Financial Statements

LinkedIn Learning / May 2020

Complete Financial Analyst

Udemy E Learning / Apr 2020

MS Power BI

LinkedIn Learning / May 2020