



MUHAMMAD JAWAD

Finance & Accounts Professional

As a Certified Chartered Accountant (ACCA) possessing a decade of experience in the fields of audit and finance, I am recognized for my adept analytical and problem-solving capabilities, complemented by a profound comprehension of financial and auditing concerns. My current objective is to pursue perpetual professional development and channel my expertise in accountancy, audit, and finance towards surpassing demanding benchmarks for growth and quality within organizations and the industry at large.

PERSONAL INFORMATION

Email : muhammadjawad@live.com

Phone : 0567198015

- National : Pakistani
- Driving license : UAE
- DOB : 29TH JAN,1988
- Material Status : Married
- Visa Status : Employment



EDUCATION

- ACCA
Bachelor of Economics, Major in Financial Reporting, Auditing and Taxation
Completed in 2016
- University of AIU
B Com - Accounting | Business Law | Economics | Financial Management | Marketing
Completed in 2014

PROFESSIONAL EXPERIENCE

● National Central Cooling Company | Accountant

Sep 2018 – Present

Key responsibilities:

- Prepare monthly and annual consolidated accounts for both internal and statutory reporting, ensuring accuracy and compliance with relevant accounting standards and regulations.
- Generate VAT-compliant customer billings based on customer contracts and updated information from the sales department, and manage and verify suppliers' invoices to ensure VAT compliance.
- Oversee the import and export letter of credit (LC) process, coordinating with banks and preparing all necessary documentation.
- Process payroll for group companies, including handling employee claims, overtime, social insurance, and end-of-service payments in accordance with UAE labor law.
- File monthly group VAT returns and maintain import and export documents for reference.
- Manage the fixed asset register, reviewing and updating corresponding schedules.
- Process monthly utility accruals, preparing schedules and reconciliations, and analyzing cost variations.
- Serve as a business process champion for utility accruals, general ledger, and payroll modules in the implementation of SAP S4 HANA and Success Factors at the group level. Work closely with the ERP implementation team as a core user.

● Citronel General Trading LLC | General Accountant

Oct 2016 – Aug 2018

Key responsibilities:

- Maintain and manage financial records, including accounts payable, accounts receivable, general ledger entries, and bank reconciliations.
- Prepare financial statements and reports, such as balance sheets, income statements, and cash flow statements, in compliance with accounting standards and company policies.

ACHIEVEMENTS

- Maintained 95% accuracy rate in financial reporting over 10-year period using MS Office advanced skills
- Successfully implemented SAGE accounting software across organization
- Improved inventory management and customer service with FourGen Pvt. Ltd POS ERP
- Managed JD Edwards – Oracle ERP system to ensure smooth operation of financial, supply chain, and distribution processes
- Led successful migration to SAP S4 Hana ERP, resulting in automation and better reporting.
- Developed and maintained strong relationships with banks and financial institutions.

PROFESSION SKILL

- Financial reporting and consolidated accounts
- VAT compliance and billing
- Payroll processing and labor law compliance
- Supplier invoice management
- Import/export letter of credit handling
- Monthly VAT returns filing
- Fixed asset register maintenance
- ERP implementation as a core user

SOFT SKILLS

- MS Office (Excel, Word, PP) – advanced level user
- SAGE accounting software
- JD Edwards – Oracle ERP
- FourGen Pvt. Ltd POS ERP
- SAP S4 Hana ERP
- Employee Central Payroll (ECP) System
- Success Factors HR management system
- SAP Group Reporting Tool (GR)

- Analyze financial data, identify trends and patterns, and provide insights and recommendations to improve financial performance and cost control.
- Assist in the development and implementation of budgets, and financial plans to support business operations and strategic objectives.
- Ensure compliance with tax regulations, including the preparation and filing of tax returns, and liaise with external auditors to facilitate the annual audit process.
- Manage and oversee the account payables process, including the processing of invoices, payments, and vendor reconciliations.

● GreenValley premium Hypermarket | Accountant *Dec 2014 – Aug 2016*

Key responsibilities:

- Prepare monthly and annual financial statements, including the income statement, balance sheet, and cash flow statement, in accordance with accounting standards and company policies.
- Review all invoices for completeness, accuracy, and proper approval before processing payments.
- Prioritize invoices based on payment terms and potential cash discounts, and ensure timely payments to vendors and suppliers.
- Maintain accurate and up-to-date records of accounts payable, including filing all source documents and system-generated reports, and prepare reports for management as needed.
- Prepare daily cash and bank position reports to provide insight into the company's financial position.
- Generate daily sales and finance reports, and reconcile credit card sales to point-of-sale (POS) data for accuracy and completeness.

● Omer Adil & Co | Audit Associate Chartered Accountants *June 2013 – Oct 2014*

Key responsibilities:

- Participate in the planning and execution of audit engagements, in accordance with auditing standards and guidelines.
- Conduct substantive testing and analytical reviews of financial data, and document findings and conclusions in workpapers.
- Evaluate internal controls and systems, identify weaknesses, and make recommendations for improvement.
- Communicate effectively with clients and team members, and provide regular progress updates to management.
- Perform preliminary analysis of financial statements, and draft relevant sections of the audit report.
- Stay current with changes in auditing standards, regulations, and accounting principles, and apply this knowledge to audit engagements.

PERSONAL SKILLS

- Attention to detail and accuracy
- Leadership and decision-making
- Teamwork and collaboration abilities
- Ethical and professional conduct abilities
- Adaptability and flexibility
- Initiative and self-motivation
- Strong communication and interpersonal
- Continuous learning and professional development