Muhammad Jawad

Finance & Accounts Professional

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Profile

A qualified Chartered Certified Accountant (ACCA) with ten years of experience in audit and finance function, acknowledged for analytical skills, problem solving skills and possess excellent analytical ability combined with a solid understanding of both financial and auditing issues. I am seeking continuous professional growth and applying the knowledge of accountancy, audit and finance towards meeting challenging growth and quality benchmark set out by the organizations and industry.

Accountant (Sep-2018 to Present) National Central Cooling Company - PJSC - Tabreed

Key Roles

- Preparation of monthly and annual consolidated accounts for internal and statutory reporting;
- Preparation of VAT Compliant customer billings based on Customer contracts & updated information from Sales department;
- Manage and verify all suppliers' invoices and ensure compliance with VAT Law. Checking PO & receiving report and allocation in the system and processing payments as per agreed payment terms;
- Handling Import and Export LCs (Letter of Credit), correspondence with banks accordingly and preparation of required documents;
- Payroll processing for group companies including employee's claims, over time, social insurance and end of services as per UAE labor law; processing average 900 pay slips on monthly basis;
- Filing of monthly group VAT return and verifying and assuring all documents pertaining to imports and exports are available for reference;
- Review and maintaining fixed asset register and updating corresponding schedules;
- Processing monthly utility accruals, preparation of schedules and reconciliations and analyzing the trends for variations in costs;
- Involved in implementation of SAP S4 HANA and Success Factors at group level, business process champion for utility accruals, GL and payroll modules. Working closely with ERP implementation team as core user.

General Accountant Citronel General Trading LLC

(Oct-2016 to Aug-2018)

Key Roles

- Preparation of monthly statement of comprehensive income, statement of financial position and cash flow statement in accordance with international accounting standards (IAS);
- Preparation of payments for suppliers as per agreed payment terms and reconciliation of accounts payable on monthly basis;
- Review of AR aging and following up collections for active management of cash flows;

Areas of Excellence

- Value Added Tax (VAT)
- Financial Reporting
- Cash Flows Management
- Internal and External Auditors
- Liaison between Intercompany Departments
- Customer & Vendor Negotiations & Agreements
- Fixed Asset management.
- Bank Reconciliations
- Monthly and annual management accounts.
- Payroll, Off-cycle payroll, EOSB, Social Insurance
- Letter of Credit Import and Export
- Accounts payable
- Accounts receivable
- GL Reconciliations
- Accruals and schedules

Education

- ACCA 2016
- B.Com 2014



Soft Skills

- Results Oriented
- Innovative & Dynamic
- Motivational and Adaptive
- Communicator & Intuitive
- Analytical Skills
- Skeptic and logical thinker

- Preparation and monitoring of accounts receivable collection schedules in accordance with receivable aging reports and regular follow up with customers for delayed payments;
- ➤ Handling VAT returns including preparation, filing & submission of returns to FTA.
- Preparing schedules and calculation of end of service benefits i.e. gratuity and leave salary in accordance with UAE labor law;

General Accountant (Dec 2014 – Aug 2016) GreenValley premium Hypermarket Pvt. Ltd., Pakistan

Key Roles:

- > Preparation of monthly and annual financial statements including income statement, balance sheet and cash flow statement;
- > Review all invoices for appropriate documentation and approval prior to payment;
- Prioritize invoices according to cash discount potential and payment terms;
- Maintain the records of accounts payable by filing all source documents, system generated reports, and prepare reports and other documentation for management when requested;
- Preparing cash and bank financial positions on daily basis to review the financial position;
- Preparation of daily sales deport and finance report and reconciliation of credit card sale as per POS;

Audit Associate Omer Adil & Co. Chartered Accountants

(June 2013 - Aug 2014)

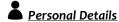
I have acquired auditing experience with audit and assurance department where I got an excellent understanding of the International Accounting Standards (IAS) / Financial Reporting Standards (IFRS):

Key roles:

- Planning audit engagements, including carrying out risk assessment, and developing audit procedures;
- Reviewing final set of financial statements prepared in accordance with reporting framework and resolving critical reporting matters on timely basis;
- > Finalization of engagements, such as holding closing meetings with clients for resolution of significant matters; drafting reports; and preparing management letters and presentations for clients' understanding;
- > Ensuring that financial statements comply, in all material respects, with applicable financial reporting framework and other regulatory requirements;
- Finalization of audit and drafting of audit reports & deliverables;
- > Statutory annual audit conducted in accordance with International Standards on Auditing (ISAs) for financial statements prepared in accordance with International Financial Reporting Standards (IFRSs);
- ➤ Half yearly review conducted in accordance with International Standards on Review Engagement (ISREs) for financial statements prepared in accordance with International Financial Reporting Standards (IFRSs).

IT Skills

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



Nationality Pakistan

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Religion Islam

Date of Birth

Jan 29, 1988

Marital Status *Married*

Driving LicenseUAE



LinkedIn:

Muhammad Jawad | LinkedIn

References:

References will be furnished upon request.