

## Shoaib Dar ACMA, CIFR

**Date of Birth:** 02 - Sep - 1979    **Age:** 35 Years  
**Contact:** +971-2 6582761    **Cell:** +971-50 4154742  
**Email:** [Shoaib.dar@gmail.com](mailto:Shoaib.dar@gmail.com)  
**URL:** [ae.linkedin.com/in/shoaibdar/](http://ae.linkedin.com/in/shoaibdar/)



### Personal Profile

Highly motivated and results driven, I am a finance professional with over 12 years of rich and invaluable experience. Skilled in numerous financial and accounting fields, including: corporate treasury & cash management, general accounting and financial forecasting. Having the ability to handle complex assignments effectively & possessing the confidence to work as part of a team or independently.

My strong communication and interpersonal skills has been continually demonstrated in my finance positions. My strong financial background has developed my analytical and organizational skills to a high level and I am able to work to tight deadlines and to manage my own and others' time efficiently. My qualities were recognized and proved when I led on the implementation of an automated Host to Host payable and payroll solution (straight through processing - ERP - Oracle) across SEHA group and successfully completed these implementations.

Above mentioned Host to Host payment and payroll solutions have won "Highly Commended Award" by "Adam Smith Award 2014" in "Middle East Regional Award for Best Practice" category. Adam Smith Awards are held by international recognized UK based magazine "Treasury Today" in association with "Bank of America - Merrill Lynch" for recognizing and promoting best and innovative practices across treasury function around the globe.  
<http://treasurytoday.com/adamsmith/2014/winners>

### Achievements

Project Name	Functional Area	Role	Company
Host to Host Payables Solution – Oracle/Banking Integration	Treasury / Accounts Payable	Project Lead	Abu Dhabi Health Services Company, PJSC
Host to Host Payroll Solution – Oracle/Banking Integration	Treasury / Payroll	Project Lead	Abu Dhabi Health Services Company, PJSC
Host to Host Funding Transfer Solution – Oracle/Banking Integration	Treasury / Cash Management	Project Lead	Abu Dhabi Health Services Company, PJSC
Automated Bank Reconciliation	Treasury / Cash Management	Project Lead	Abu Dhabi Health Services Company, PJSC
Activation of Accounts Receivable module- Oracle & integration with Cerner - PA	Revenue Cycle Management	Project Lead	Abu Dhabi Health Services Company, PJSC

### Work Experience

**Organization :** Abu Dhabi Health Services Company, PJSC  
**Organization Type :** Public Healthcare Provider  
**Designation :** Corporate Senior Treasury Analyst  
**Tenure :** Jan 2011 to date

Location : Abu Dhabi, UAE

Area(s) of Experience : Corporate Treasury Management & Reporting

Reporting to : Group Director – Group Finance and Business Development

Brief Job Description :

- Responsible for overall cash management of funds amounting to AED 9 billion per annum of SEHA group while adhering to group wide liquidity requirements;
- Monitoring daily cash position of the group and providing snapshot reports on the cash position on a weekly and monthly basis to the Group Director – Head of Corporate Finance & Business Development & Group CFO;
- Leading the projects for automating bank reconciliation, accounts payable and payroll function (payment factory) and ERP integration with banking system for real time electronic banking (Straight Through Processing);
- Develops and maintains effective long-term working relationships with bankers;
- Liaising with the Finance Managers of the hospitals and acting as advisor on funds utilization, finance-IT projects and banking relationships;
- Ensuring cash balances are effectively managed to maximize income while minimize risk;
- Oversees the preparation of annual cash flow forecasts in liaison with the Senior Financial Analyst and updating cash forecast on monthly basis in co-ordination with divisions ;
- Manages the liquidity position of the group to create surplus funds and facilitate short-term investments;
- Ensure that cash calls from business entities are based on approved cash forecast and proper lead time has been taken for each call;
- Preparing adhoc reports for the senior management as and when required;
- Promptly handling the queries of Department of Finance, Govt. of Abu Dhabi;
- Managing & controlling of various functions of the Unit to ensure the policies and procedure are properly adhered to;

**Organization : Dubai Health Authority**

Organization Type : Public Healthcare Provider

Designation : Chief Accountant - Treasury

Tenure : Aug 08 – Jan 11

Location : Dubai, UAE

Area(s) of Experience : Corporate Treasury Management & Reporting

Reporting to : Director – Financial Operations

Brief Job Description :

- Responsible for overall cash management at corporate level of funds amounting to AED 3 billion annually;
- Conducting regular liaison with Department of Finance, Govt. of Dubai regarding the funds to be received on monthly basis as per approved budget;
- Making annual cash movement forecast on the basis of approved budget and comparing it with actual cash movement on monthly basis to check the variances and apply controls;
- Recording and monitoring of monthly funds received from and send to Department of Finance, Govt. of Dubai through GIS Module of GRP and making reconciliation of equity accounts on quarterly basis;
- Co-coordinating with Accounts Payable Section and Payroll Section in order to stream line the local suppliers, overseas suppliers and salaries

- payment process;
- Conducting liaison with the bank on daily basis to resolve the issues relating to on-line payment system (Smart Business system);
- Focusing on revenue realization and following-up with the banks for speedy recovery and intimating revenue section about dishonored cheques for their action;
- Conducting liaison with Network International to resolve the issues relating to credit card transactions and installation & removal of POS terminals at hospitals and clinics;
- Ensuring in time monthly closing for AR and AP module in co-ordination with the respective module owners;
- Maintaining daily cash movement and preparing monthly bank reconciliations in Oracle Financials – Cash management module;
- Supervise, Manage & Control of various Functions of the Unit to ensure the policies and procedure are properly adhered to;
- Providing adhoc reports relating to expenses and payments and funds utilization to the top management (Director Finance and CEO) on monthly basis;
- Promptly handling the queries raised by Internal Audit Department and Department of Finance, Govt. of Dubai;

**Organization** : **Securities and Exchange Commission of Pakistan**  
**Organization Type** : Corporate Regulator  
**Designation** : Assistant Director - Enforcement  
**Tenure** : Oct 04 – Jul 08  
**Location** : Islamabad, Pakistan  
**Area(s) of Experience** : Corporate Laws, IFRSs & ISAs  
**Reporting to** : Director - Enforcement  
**Brief Job Description** :

- To ensure compliance of provisions of Companies Ordinance 1984, Companies (general provisions and forms) Rules 1985, Companies (issue of capital) Rules 1996 and International Financial Reporting Standards and International Standards on Auditing;
- To initiate proceedings against the erring companies and auditors for non-compliance of provisions of law by issuing show cause notices, conducting hearings and preparing summaries for orders;
- To examine annual and quarterly financial reports of the listed companies to observe the compliance of relevant laws;
- To conduct on-site inspections into the affairs of listed companies and submitting investigation report containing violations and proposed action against them;
- To process applications of further issue of capital, GDRs and foreign convertible notes (handled applications of Lucky Cement for issuance of GDRs amounting to US\$ 150 million; combined application of Dewan Cement and Dewan Hattar Cement for issuance of convertible foreign notes of US\$50 million);

**Organization** : **Gulistan Group of Companies**  
**Organization Type** : Textiles Manufacturing  
**Designation** : Unit Accountant  
**Tenure** : Jun 04 – Sep 04  
**Location** : Lahore, Pakistan  
**Area(s) of Experience** : General Accounting, Payables and Receivables Management  
**Reporting to** : Manager Accounts

- Brief Job Description :**
- To supervise the accounts and finance function of dying unit of Paramount Spinning Mills Limited;
  - To prepare financial accounts and MIS reports for top management;
  - To maintain books of accounts, cash book, debtors, creditors and sales register;
  - To prepare monthly financial statements of Dyeing unit;
  - To prepare financial projections for next five years and monthly budgets;
  - To prepare monthly Bank Reconciliation;

**Organization : Sarah Textile Limited**

**Organization Type :** Textiles Manufacturing

**Designation :** Accounts / Finance Officer

**Tenure :** Aug 03 – Mar 04

**Location :** Lahore, Pakistan

**Area(s) of Experience :** General Accounting, Funds Management

**Reporting to :** Manager Accounts

- Brief Job Description :**
- To record monthly export sales, rebate and commission;
  - To calculate landed costs of imports and recording of imported materials;
  - To record financial and discounting cost of L/Cs and loans;
  - To maintain daily cash/bank position;
  - To maintain liaison with bank for inter-bank transfer of funds and invoice discounting and L/C realization matters;
  - To prepare schedules/statements and other details for annual audit;

**Organization : Starpak Group of Companies**

**Organization Type :** Sports Materials and accessories

**Designation :** Billing Officer

**Tenure :** Oct 02 – Mar 03

**Location :** Sialkot, Pakistan

**Area(s) of Experience :** Account Payable Management

**Reporting to :** Manager Accounts

- Brief Job Description :**
- To make costing of GRNs, booking of Purchases and making payment vouchers;
  - To maintain up-to-date vendor/suppliers database on the accounts payable;
  - To make monthly reconciliation of creditors;

### Professional Certification & Academic Education

Sr.	Certification / Degree	Institution / University	Specialization / Major	Passing Year
1	Certified in International Financial Reporting (CIFR)	ACCA (www.accaglobal.com)	IFRS	2007
2	Associate Cost & Management Accountant (ACMA)	ICMAP (www.icmap.com.pk)	Financial Management, Management Accounting, Financial Reporting	2004
3	B.Com	University of Punjab (www.pu.edu.pk)	Commerce	1998

## Computer Skills

Sr.	Skills & Abilities	Proficiency Level	Last Used / Practiced
1	Oracle Financials; 11i, 12.0.6 & 12R (with super user rights of CE module and good knowledge of AR, AP and GL modules)	Very Good	Currently Using
2	Ms. Office	Good	Currently Using

## Professional Development & Trainings

Sr.	Workshops / Seminars / Trainings	Year
1	Workshop on Certified Treasury Professional, AFP(USA), Leoron, UAE	2013
2	International Treasury & Cash Management Training, Euro Finance, UAE	2011
3	Behavioral Competency Excellence, Insight Learning Organization, UAE	2011
4	Management Development Program, Pakistan	2008
5	Mid – east IFRS & Accounting Summit, UAE	2006
6	International Accounting Standards Module, Pakistan	2005
7	Capacity Building Training, Pakistan	2004

## Personal Information

Marital Status : Married (two children)  
Passport No. : AE7999942  
Religion : Islam  
Language Competency : English, Urdu, Punjabi  
Countries Visited : UAE, KSA, Qatar, Turkey

## References

Will be furnished on demand.