**M. Shahid Zubair**

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| PERSONAL DETAILS | |  | |
| Date of Birth: | 30th December 1987 | |
| **Nationality:**  **SAP Certified**  **CONTROLLING** Personal Profile: | PAKISTANI  **SAP FI/CO ECC 6.0 EHP 6**  **Certified Associate**: 0010910582  **Qualified**  Capable of achieving organisational & personal objectives as demonstrated by my achievement to date. Excellent verbal and written communication skills, the ability to relate to a wide range of people. Ambitious and goal orientated, with a clear vision of future objectives. Tenacious and the ability to flourish in a competitive environment accompanied with excellent organisational skills. My aim is to strive diligently & professionally to achieve the goals of the organisation by combining my consultancy & marketing expertise coupled with my IT skills enabling me to grow & succeed towards senior management, starting from a challenging position as a SAP FI/CO & Epicor10 Finance Functional Consultant. | |
| SKILLS SUMMARY |  | |
|  | SAP FI/CO Expertise:  * Worked in Full life cycle implementations, Rollouts, Support and Upgrade projects. * Extensive experience in configuration and testing of FI/CO modules -GL, AR, AP, Fixed Assets, Treasury , Cost Center Accounting (CO-CCA), Internal Orders and Profitability Analysis (CO-PA). Product costing (CO-PC) and Special purpose Ledger * Integration of FI with MM and SD with Procure to Pay and Order to cash Cycles * Reporting tools like Report Painter, Report Writer * Through understanding of a customized SAP system * Through understanding of SAP system from business process, cross functional and integration view points * In-depth knowledge in configuration, implementation, ASAP methodology, system design and development and gathering user requirements * Experience in Blueprint, Configuration, Unit, Stress, Volume, Regression, User Acceptance and Integration Testing, Training, Documentation and Production support. * Special emphasis on Data Migration specifications with BDC, Legacy System Migration workbench (LSMW) for data uploads for various SAP Projects * Experience in developing specifications for Interfaces and Custom Reports * Excellent in working with posting validations, substitution rules, forms, interfaces (ALE & EDI), user-exits, and reporting tools * Active member in conducting the team meetings, Customer feedback meetings & self-assimilation programs. * Knowledge in identifying, testing and documenting of SAP application controls * Have gained confidence to communicate ideas, finding & proposals to a wide audience both orally & through written reports during my professional career. * Have gained the ability to adapt to unfamiliar situations & individuals quickly. * My professional & academic life has involved numerous team-working opportunities & Networking. These opportunities have helped me develop the skills that are important within a team environment. * Finding solution of Professional and practical life through team working. | |
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| Work experience |  | |
| 12**/**2013 –  7**/**2012 – 12**/**2013  2010 – 2011  2007 – 2009 | **HFZA AQUANTIMA FZC UAE**  **Project Manager**  **Epicor10 Financial**   * Ability to monitor cost, calculate the number of resources for the project and deploy it for the project * Developing a good relationship with the respective clients, get inputs from the client and communicate to the team member of the project * End to end management and co-ordinate of the project and responsible for the successful completion of the project * Arrange all the facilities of the team who are working on the project, provide training, support and extract the best * Predict risk factors and eliminate it for the successful completion of the project * Frequently reporting about the project to the client on exactly about the progress of the project     **Excellence Delivered (ExD) PvT Ltd**. **PAK, KSA & UAE**  This Project has offered me the opportunity to gain experience as a **FI**/**CO Consultant** working form EXD Ltd, during the last one and half year I have worked on various aspect of end to end implementation within SAP FI/CO. 2 life Cycle to post Go Live Support   * Maintenance organizational structure, Configured Internal Orders (Capital Investment Measures) which include Order Types, Settlement Profiles, Allocation Structures and Investment Profiles. * Configured CO Product Costing which include Costing Variants, Valuation Variants, Costing sheets, Valuated/Non-Valuated Sales Order Stock and Results Analysis. * UAT’s preparations, End user manuals preparation, to provide better understanding for Key users & end users. * Involvement of sign off and cutover activities with delivery streams, post implementations support.  Configuring and Customizing Primary and Secondary Cost Element in Cost Element Accounting, Creation Cost Centers in Cost Center Accounting, Internal Orders, Profitability Analysis and Profit Center Accounting sub-modules.  * Maintained Controlling area settings and made hierarchy and other assignments * In Cost Element Accounting created Primary and secondary Cost elements, created Cost Element Groups, Configured the reconciliation ledgers. * In Cost Center Accounting (CO-CCA) created the cost centers and maintained the Standard hierarchy, assigned cost centers to cost elements. Configured Activities, Statistical Key Figures. * In Internal Orders configured various internal order types, setup status profile for order type, maintained settlement rules, internal order planning, and budget profile and also set up tolerances for budget cost, defined the settlement rules, and used internal order. * In Profit Center Accounting maintained the basic setting, created hierarchy, dummy profit centers, Profit center master data, profit center groups, activity types, etc. and extracted reports using PCA * Profitability Analysis (COPA): Creating Operating Concern, Maintaining Characteristics, Maintaining User-Defined Characteristics * COPA: Maintaining Value Fields, Define Characteristic Derivation, Valuation, Assign Value Fields, Valuation Strategies, Set Up Valuation Using Material Cost Estimate, Assign Costing Keys to Material Types * Configuration Overhead Controlling, Maintain Controlling Area, Maintain Controlling Area - Basic Settings Assign Company Code, Maintain Versions, Maintain Number Ranges for CO, Documents, Maintain Allocation Structures, Maintain Allocation Structures Assignments, Maintain Allocation Structures - Source (CE-Group) ,Define Order Types * Responsible for FI-GL, AA and CO-CCA. * Lead the Team in Business Blue Print Phase * Configured and customized Chart of accounts, Company code Global Parameters, Fiscal year Variants, Posting Period Variants, Account Groups, Field Status Groups, and Tolerance Groups. * Implemented New GL, Activated new Ledger, Performed document splitting, Parallel Accounting and periodic processing * Automatic Account Determination, GR/IR, Down Payments. * Extensively exposed to integration issues of FI with MM and SD * Preparation of Revenue Accounts and Assignment of GL accounts. * Configuration of Asset Accounting Module Integrating with PS Module * In Project Systems defined the Project coding mask, created the project file and status profile * Maintained the Budget Profiles and set the tolerance limit for the availability control * Defining Settlement Rules and creating Selection Variants  AZGARD-9 (PVT) LTD **Account Officer**   * Preparation of various monthly and daily reports for the management. * Reconciliation of party ledgers, receivable and payable. * Reconciliation of bank statements and petty cash. * Reconciliation of Raw material stock Reconciliation report. * Preparation of purchase order and delivery orders.   **Sales Tax**   * Review of monthly sales tax returns. * Sales tax audit and set-off tax payable and receivable monthly.   **Audit**   * Monthly stock taking of raw material as well as finished goods and their reports. * Closing the petty cashier and ledgers monthly.  SAB TEXTILE (PVT) LTD **SENIOR ACCOUNTANT**   * Prepares and records asset, liability, revenue, and expenses entries by compiling and analyzing account information. * Maintains and balances subsidiary accounts by verifying, allocating, posting, reconciling transactions; resolving discrepancies. * Maintains general ledger by transferring subsidiary accounts; preparing a trial balance; reconciling entries. * Summarizes financial status by collecting information; preparing balance sheet, profit and loss, and other statements. * Produces payroll by initiating computer processing; printing checks, verifying finished product. * Completes external audit by analyzing and scheduling general ledger accounts; providing information for auditors. * Avoids legal challenges by complying with legal requirements. * Secures financial information by completing database backups. * Protects organization's value by keeping information confidential. | |
| Education |  | |
| 2013 | **SAP FI**/**CO (Management Accounting)**  **SAP ECC 6.0 EHP 5 Controlling (SAP E Academy)**  **SUID: 00025835** | |
| 2011– 2014 | **The Institute of Chartered Accountants in England & Wales (ICAEW)**  **Knowledge Module (6 exams): Passed**  Accounting Law Assurance Management Information Principal of Taxation Business and Finance  **Application Module :Passed**  Financial Management Financial Accounting Business Strategy Financial Reporting | |
| 2005 – 2007 | **Bachelor of Commerce** (**B.Com) Punjab university of Lahore, Pakistan.** | |
| 2003 – 2005 | **Diploma of Commerce** (**D.Com) Lahore Technical Board** (**TEVTA**)**, Pakistan.**  (The basic knowledge of accounting, Finance, Cost accounting, Information Technology and Business in general). | |
| 2001 – 2003 | **Matric** (**Science**) **Board of Intermediate & Secondary Education, Multan, Pakistan** | |
| References |  | |

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Project Manager Excellence Delivered (ExD) pvt. Ltd (SAP Partner)