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| |  |  |  |  | | --- | --- | --- | --- | | **FAISAL TAJ**  Mobile: +971 50 317 1789  Email: [faisal\_84@hotmail.com](mailto:faisal_84@hotmail.com) | | 11 - Copy | | | **OBJECTIVE** | | | Seeking a challenging opportunity to demonstrate my skills and abilities and attain experience and knowledge in an organization working on a global scale offering scope for career growth and professional development. | |  |  | | --- | | **CAREER SUMMARY** | | * A qualified Chartered Accountant **(ACCA, CPA & UAECA)** with **more than** **10 years** **of UAE experience** in Financial Accounting & Reporting, Regulatory Accounting, Corporate Governance, Corporate and Tax Laws, Assurance and Advisory Business Services * Associated with **Ernst & Young** and groomed myself in the professional arena of auditing, accounting and finance * Currently working as **Senior Executive Finance** with **Petrofac International Ltd** having the ability to prepare and interpret management reports and also to evaluate accounting systems for efficiency * In depth financial reporting experience in **International Financial Reporting Standards** **(IFRS)** * Good **interpersonal skills**, ready to work within teams and a strong ability to work well under pressure and managing stress * Adequate knowledge of working on **ERPs** including **Oracle Financials,** Vision and Great Plains (GP) * Advanced user of **Microsoft Excel** and Word |  |  | | --- | | **PROFESSIONAL QUALIFICATION** | | * United Arab Emirates Chartered Accountants, UAE – **UAECA** (2014) * Institute of Certified Public Accountants of Pakistan – **CPA** (2012) * Association of Chartered Certified Accountant, UK – **ACCA** (2010) * Foundations In Accountancy, UK – **FIA** (2006) |  |  | | --- | | **PROFESSIONAL QUALIFICATION** | | * **May 2014 to date**   **Petrofac International Ltd, UAE – Working as Senior Executive Finance**  Petrofac is a provider of oilfield services to the international oil and gas industry. It’s services include design and build oil and gas infrastructure, operate, maintain and manage assets and train personnel. It has 31 offices and around 20,000 staff worldwide, comprising more than 80 nationalities.  My job responsibilities include;   * Preparation and regular communication of periodic project reporting of several projects * Assisting to analyze costs, revenues, financial commitments, to project future revenues and expenses * Working with executives and treasury to prepare budgets, cash flows and predicting future trends * Managing statutory audits for different regions and bridging with tax team for several tax issues * Establishing and monitoring the implementation and maintenance of accounting control procedures * Interaction with a range of people including the client, subcontractors, suppliers, local bodies and the workforce |  |  |  |  | | --- | --- | --- | | **PROFESSIONAL EXPERIENCE** | | | | * **February 2011 to Apr 2014**   **Alokozay Group of Companies, Dubai UAE – Worked as Senior Financial Analyst**  Alokozay has been associated with the manufacturing and trading of different brands of FMCG products, which include tea, cigarettes, cooking oil, tissue, evaporated milk, biscuits etc. Alokozay has branch offices in the Middle East, Central Asia, Asia, and Europe & Africa. Other businesses include real estate and sole distributors of Pepsi Afghanistan.  My job responsibilities included;   * Preparing, reconciling and interpreting monthly and annual group financial reports for management * Ensuring that appropriate financial regulations and controls are in place and in use at all times * Liaising with the external auditors and internal auditors and maintaining bank relationships * Providing advice on financial matters and ensuring the company resources are used efficiently * Taking responsibility for, and supervising the work of, junior members of staff * Coordination with other departments and business units on a range of issues | | | | **PROFESSIONAL EXPERIENCE** | | | * **September 2008 to February 2011**   **Ernst & Young – Dubai UAE**  **(Member firm of Ernst & Young Global Limited) – Worked as Engagement Auditor**  Experienced in auditing a diversified portfolio of valued clients that include multinational and local entities. The experience in Audit and Assurance service has enabled me to develop an understanding of the regulatory environments of diversified industries, key business processes and the accounting and internal control systems of several organizations. My job responsibilities included;     * Ensuring that financial statements are prepared in accordance with International Financial Reporting Standards and are in compliance with the local laws      * Drafting of reports including, audit reports and management letters highlighting internal control weaknesses and the risk involved, business improvement points and suggestions * Project planning and supervision, including close interaction with clients, review of field work * Evaluation of clients overall internal control environment including assessment of their design and operation * Supervising, coordinating and appraising work of support staff and ensuring that audit objectives are efficiently achieved within the agreed time-scale * Executing audit procedures in accordance with the International Standards on Auditing * **June 2006 to July 2008**   **Sajjad Haider & Co. Chartered Accountants – Dubai UAE**  **(Member firm of Nexia International) – Worked as Audit Senior**  One of the leading and oldest firms of Chartered Accountants in UAE, providing services in the area of accounting, auditing, business assurance, management and human resource consultancy to a range of multinational and local organizations from last 30 years. Being an Audit Senior my job responsibilities included;     * Plan, supervise, review and finalize the audits of clients in various industries      * Reviewing financial performance of the clients and preparation of financial * Assisting and advising management in the implementation and monitoring of accounting and internal controls * Preparation of management letter for audit clients * Keeping managers and partners abreast of work progress | | | **MAJOR CLIENTS** | | | | * **Consumer & Retails Services** * Emirates Flight Catering Company * Alokozay Group of Companies * Landmark Group * Al Abbas Group * United Colour Films * **Hospitality & Hotel Industry** * Burjuman Rotana Hotel Apartments * Bab Al Shams Resort * Desert Palm Resort & Hotel | * **Construction** * Mammut Building System * Salini Costruttori S.P.A * **Manufacturing** * JBF RAK * Jotun Paints & Powder Coatings * **Other Industries** * Petrofac – Oil & Gas * Jet Airways – Airline industry * Varkey Group - Education | |  |  | | --- | | **IT PROFICIENCY** | | * Proficient in MS Office applications such as MS Word, MS Excel and MS PowerPoint * Decent understanding of ERP Systems including Oracle Financials, Vision and Great Plains (GP) * Adequate knowledge of audit tools prescribed by Ernst & Young, such as EY Microstart, EY Random, EY CaseWare and EY GAMx |  |  | | --- | | **EXTRA CURRICULAR ACTIVITIES** | | * Member of the EY Social Committee * Involved as active player of the official Petrofac cricket team |  |  | | --- | | **ACADEMIC EDUCATION** | | * HSSC - Equivalent to A- Levels, Abbottabad Pakistan – 2003 * SSC – Equivalent to O’ Levels, Abbottabad Pakistan – 2000 |  |  |  | | --- | --- | | **PERSONAL INFORMATION** | | | * Marital status: Married * Date of birth : January 28, 1985 * Nationality: Pakistani * Address: Dubai, UAE | * Languages : English, Urdu & Pashto * Driving License: Valid UAE driving license * Visa status: Employment visa (Transferable) * Hobbies/Interests: Swimming, travelling and teaching |  |  | | --- | | **REFERENCES** | | * Will be furnished upon request | |  |