

- An ACCA qualified accountant having nine years of diversified experience with the ability to produce both financial and management accounts, embedding strong financial processes and controls across business to protect cash flow and profit.



About Me



VisaStatus: UAE Resident Visa
Languages: English / Urdu/Hindi
Date of Birth: 25/01/1988



EDUCATION

Association of Chartered Certified Accountant-UK
 2015

Bachelors of Commerce
Economics, Statistics, Finance
 2007 - 2009

Shiraz Qadir Buksh

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ACCA –UK Member- The global body for professional accountants



EXPERIENCE – 9 YEARS

[AL FALAH HOLDING \(Construction / Healthcare / Transportation / Manufacturing\)](#)

Chief Accountant (December 2018 – March 2020)

- Preparation of monthly income statement & cash flow.
- Ensuring sales invoice being generated based on the services provided by verifying the reports generated by operation department.
- Verifying the payment to the vendors and ensure that all supporting documents are attached before presenting them to audit department.
- Liaise with bank for Letter of credit and bank guarantees.
- Authorizing all the transactions being entered in ERP and ensure that all month end provisions / accrual have been recorded in ERP.
- Analyzing actual project cost and prepare periodic reports comparing standard cost to actual cost, provide analysis for impact of changes to standard costs prior to actual changes.
- Ensure that VAT report being submitted on time.
- Present weekly receivable / payable aging report to management as well as analyzing receivable/ payable turnover ratio.
- Ensure that working capital is managed efficiently with specific control on receivables, advances and credit management.
- Ensure that fixed asset register is maintained and depreciation being recorded on monthly basis.

[AL FARDAN GROUP \(Hospitality / Real Estate\)](#)

Senior Accountant (May 2016 – November 2018)

- Preparing monthly reports which include cash flow analysis, receivable, revenue and profit analysis.
- Maintain customer and receivables accounts and ensure timely collection, recording and follow up.
- Responsible for bank reconciliation, managing and monitoring working capital of company by issuing payments according to supplier's aging report.
- Support month end close cycle through general ledger reconciliation's and associated prepaid / accruals.
- Preparation of Statement of Comprehensive income, Balance Sheets and Cash-flow Statements with comparisons against the budget and explanation of major variances.
- Provide guidance and advice to management on accounting| Finance requirements particularly in relation to the application of accounting standards.

[SEALY MIDDLE EAST \(Manufacturing / Hospitality\)](#)

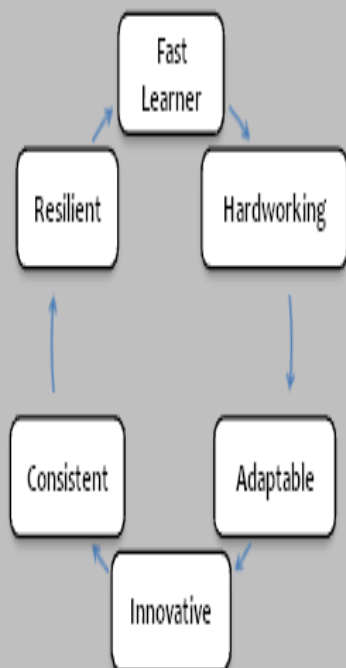
Accountant – General (September 2014- November 2015)

- Managing account receivable, payable and related adjusting entries.
- Coordinating with the bank, performing bank reconciliation and other related tasks.
- Ongoing monitoring of working capital management.
- Submitting weekly and monthly cash flow reports.
- Assisting in preparation of monthly budgets, forecasts and other financial analysis reports.
- Verifying discount being given to the customer and confirming that it is within the limit.
- Prepare a monthly schedule of company's cars acquired on finance lease.
- Setup travel arrangements (flight and hotel bookings) of employees.
- Ensure proper financial and business process controls are in place for accuracy in accordance with the standards.

CORE COMPETENCIES



PERSONAL SKILLS



RAFIQ & CO CHARTERED ACCOUNTANT

Auditor (November 2012- July 2013)

- Responsible for planning, execution and completion stage of audit and reporting of significant issues to management which were not in compliance with IFRS.
- Responsible for engagement management, client relationship management, review of work performed and coordination with professionals in various fields like tax, legal and IT experts.
- Involved in the audit assignment of following clients:
BSL (Pvt) limited, Allied engineering and Siddiq sons (Pvt) limited

MEHRAN HOTEL

Finance Executive (October 2009 –September 2012)

- Responsible for receivables, payables, GL reconciliations and schedules.
- Review expense claims from employees and ensuring timely refurbishments. Also ensure that all supporting documents are in place as per company policy.
- Assisting in the preparation of monthly statement of comprehensive income (P&L), cash flow and other financial analysis reports.
- Prepare annual taxation returns - withholding tax, sales tax, employee's tax and social security working.
- Communicate with external auditor engagement requirements to facilitate finalization of annual audit report.

IT PROFICIENCY

- MS Office (Excel, Word and PowerPoint)
- Microsoft Dynamics GP
- Sage
- Oracle
- Ramco
- Quick book
- Xero

CONTINUING PROFESSIONAL DEVELOPMENT

- Attending various training seminars arranged by ACCA for its members like
 - ✓ VAT in UAE
 - ✓ Changes in IFRS/GAAP
 - ✓ Enterprise Performance and Risk Management

REFERENCE

- Will be furnished upon request.