

ADNAN ABDUL MANAN

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Riyadh, Saudi Arabia



Languages: English, Urdu, Pashto, Persian, Arabic (reading, writing only)

Software: Odoo, QuickBooks, Peachtree, FICS, FIS, Xero, Tally, Payroll MIS, JISR

Academic Qualification:

M.Com	Master in Commerce (Accounting)	Peshawar University
MBA	Master in Business Administration (Finance)	Al Khair University
MS	Master in Sciences Project Management	Northern University

Professional Qualification:

CPA	Certified Public Accountant	AICPA-England
CFIA	Certified Forensic Investigation Auditor	AFIA-Canada
LIFA	License International Financial Analyst	IRA-UK
MIPA	Member of Institute of Public Accountants	IPA- Australia
HND	Higher National Diploma in Accounting	Pearson- UK

Professional experience:

Financial Manager

GymTech (Fursan Najd Sport Company), Riyadh, Saudi Arabia

September 2024 – Present

Responsibilities:

- Oversee all financial operations, including budgeting, forecasting, and reporting, to ensure the financial health of the company.
- Develop and implement financial strategies to support business objectives and drive growth.
- Prepare and analyze monthly financial statements, highlighting variances and providing actionable insights to senior management.
- Manage cash flow and working capital to optimize liquidity and financial stability.
- Coordinate annual audits and liaise with external auditors to ensure compliance with financial regulations and standards.
- Collaborate with cross-functional teams to evaluate and implement cost-control measures and financial efficiencies.
- Conduct financial modeling and scenario analysis to support strategic decision-making.
- Monitor and analyze financial performance metrics, providing regular updates to executive leadership.
- Lead and mentor the finance team, fostering a culture of continuous improvement and professional development.

Financial Manager

Auto-Tech Engineering & Construction, Islamabad, Pakistan

November 2013 to August 31, 2024

Responsibilities:

- Day to day correspondence with banks, taxation department and vendors.
- Monthly progress reports of all projects.
- Monthly accounts reconciliations of all bank's accounts.
- Preparation of daily, weekly and monthly revenue reports.
- Preparing Bank Reconciliation Statements on monthly basis.
- Payroll Management.
- Accounts Payable Management.
- Accounts Receivable Management and supervision.
- Timely recording of financial transactions in computerized accounting software.
- Liaison with China office in day-to-day financial activities as well as operational issues.

Finance & Credit Controller

DHL Express, Bahrain, Iraq, Afghanistan

April 2011 to October, 2013

Responsibilities:

- Weekly and monthly closing of billing, express, freight, trucking etc.
- Preparing trip wise profit and loss, and day and weekly summary of trucking.
- Supervision of accounts payable
- Supervision and assurance of monthly ageing and accounts receivable
- Focal person to deal with auditors e.g., KPMG, MOF, MOC in different tax issues and for renewal of business license and getting exemptions for exempt incomes.
- Responsible to withhold taxes from supplier payments and deposit the same into bank within prescribed time period.

Accounts Officer

FedEx Express Ltd., UAE, Afghanistan

June 2010 to April 2011

Responsibilities:

- Preparation of Financial Reports.
- Checking Cashbook for recording cash received and disbursed daily
- Prepare & checking of cheques against approved bank payment vouchers and records the cheques in a separate cash book for banking transactions
- Keep the cash/Bank book updates and reconciles the balance with the bank statements
- Preparing and monitoring cash flow and bank position for day-to-day requirements and maintaining working capital.
- Preparation of supporting working papers and reconciliation of all relevant financial statement information.
- Timely and accurate update of department database for internal/external reporting.

Assistant Manager Finance

National Commission for Human Development, Islamabad, Pakistan

August 2007 to June 2011

Responsibilities:

- Current accounts Reconciliations
- Payment of Accounts Payables, deduction of taxes and deposit the deducted tax at source into Government Treasury.
- Preparation of Financial Reports
- Payroll preparation and Calculation of Taxes, Monthly and annual return of tax deducted at source
- Processing of medical claims of employees, overtime of employees, traveling and daily allowances, and donor reporting.
- Prepared Bank Reconciliation Statement. Preparation of monthly Income & Expenditure Budget along with the Budget variance report. Managing Funds available in bank accounts; Booking of Revenue
- Preparing and monitoring cash flow and bank position for day-to-day requirements and maintaining working capital.
- Preparation and presentation to top management of budget Vs. Actual expenses summary.
- Supervision of accounting team in order to ensure accurate accounts finalization, payments are made in accordance with credit limit and collections are made timely.

Program Officer Finance & Accounting

National Rural Support Programme, Islamabad, Pakistan

January 2007 to August 2007

Responsibilities:

- Preparation of Financial Reports, Reconciliation of Bank and Cash with FIS
- Reconciliation of Receivable (Credit Portfolio) With MIS (Credit information System) & FIS (Financial information System)
- Preparation of Payroll and Calculation of Taxes, Donor Reporting
- Team Leader Regional Internal Audit Team
- Receive and disburse cash on approved vouchers according to NRSP approval policies
- Checking Cashbook for recording cash received and disbursed on a daily basis
- Prepare & checking of cheques against approved bank payment vouchers and records the cheques in a separate cash book for banking transactions
- Keep the cash/Bank book updates and reconciles the balance with the bank statements

Finance Executive

Symbia (Private) Limited, Islamabad, Pakistan

January 2005 to December 2006

Responsibilities:

- Looking after the accounting, dealing with taxation related matters, book keeping, banking transaction, correspondence with bankers and customers.
- Preparation of Financial statements; Supervision of payments as well as general ledger; Supervision of monthly Payroll; Maintenance of I. Tax & Sales Tax record and returns filing; Processing and verification of Inter-operators bills and payments to various parties. Managing Funds available in bank accounts; Booking of Revenue.
- Preparation of monthly Income & Expenditure Budget along with the Budget variance report. Management of other cities office and Head Office accounts through use of QuickBooks software. Management of Accounts Receivable cycle.
- Analysis of profit & loss and financial statements, Cost benefit analysis of corporation's different projects & clients, Management of bank reconciliation & Accounts Receivable on daily basis and reporting to Head Office.

Management Trainee (Audit & Consultancy)

Ali Associates Chartered Accountants, Peshawar, Pakistan

July 2002 to December 2004

Ali Associates provides consultancy and audit facilities to its clients and companies. Responsible for office related matter, arrangement of equipment for Decentralization Support Program for the Government officers arranged by Government of K.P.K., and to arrange/maintenance the accounting records, audit and consultancy regarding finance to Afghan based NGOs located in Kabul, Jalalabad Afghanistan.

References: Will be furnished upon request