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## MUHAMMAD SAAD

Having 14 years plus of experience in the Middle East, a completely committed, talented, and confident Managerial personality with the vision, competence, drive, and enthusiasm essential for successful administration. A person who is well-organized and consistent and who can swiftly grasp difficult managerial issues. I am looking forward to a new and demanding managerial role that will allow me to put my existing talents and expertise to the best possible use while also advancing my personal and professional growth.

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### SKILLS

- [Auditing]
- [Internal Audits]
- [General Ledger Accounting]
- [Account Reconciliation]
- [Account Payable]
- [Balance Sheet Reconciliation]
- [Expense Analysis]
- [Forecasting]
- [Financial Analysis Skills]
- [Microsoft Word]
- [Microsoft PowerPoint]
- [Oracle]
- [Financial Statement Preparation]
- [General Accounting]
- [Fixed asset accounting]
- [Bank Reconciliation]
- [Account Receivable]
- [Journal Entries]
- [Management Reporting]
- [Budgeting]
- [Financial Reporting]
- [Microsoft Excel]
- [Leadership]
- [SAP ERP]

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### WORK EXPERIENCE

[SINCE JANUARY 2012 TO PRESENT]

[**Specialist Planning**]

[**Ooredoo Q.S.C, Doha-Qatar**]

- Agree with Ooredoo Group Organization the level of detail, the structure and the interfaces that must be submitted for Business Plan, Budget and Forecasts.
- Design and test together with Area Performance and the BUs an accurate business planning logic based on drivers that is revised periodically and is the base for forecasts and budget.
- Test the accuracy of models filling data from the past and calculating backwards the past drivers and KPIs as well as doing deviation analysis.
- Prepare, coordinate and communicate the time plan and the process steps for the Business Plan, the Budget and the Forecasts processes (Revenue, Manpower, Opex and Capex).

- Be involved in the market sizing's with the Strategy department, based for the Planning process. Collect all data inputs and consolidate them into company results.
- Keep the management informed about the process and the results and prepare presentations with the key issues.
- After approval from OQ management, submit plan to Ooredoo Group Organization and prepare presentations and argumentations.
- After approval Upload the Data inside the Oracle ERP system. Generate Budget Reports and share with Section Heads.
- When Budget is Uploaded Switch on The Budgetary Control in Oracle ERP.
- Manage the month end COGS and OPEX accrual processes by analyzing all pending open Purchase Orders without GRN and any liabilities under approval.
- Monitor the Capex Projects Actual vs Budget and collaborate with BU Planners and project owners to remain within allocated project budgets.
- Consolidate quarterly forecast, share with OQ Management and submit to Ooredoo Group (Revenue, Manpower, Opex and Capex).

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[SINCE JANUARY 2009 to JANUARY 2012]

**[Audit Senior]**

**[Ooredoo Q.S.C, Doha-Qatar]**

- Initial planning of the job and identifying risk areas during the process;
- Assessment of control risk and designing the tests of controls for specific areas in consultation with the engagement manager;
- Designing the substantive procedures in consultation with the engagement manager;
- Performing the test of control and substantive procedures highlighting the issues/ matters;
- Discussions with the clients regarding the various accounting or other issues/ matters identified during the assignment;
- Reviewing the work done by the team members and getting it reviewed by the engagement manager and partner;
- Extensive application of the International Financial Reporting Standards (IFRS) and preparation of financial statements in compliance therewith;
- Preparation of other deliverables, such as, management letter identifying control weaknesses, its implications and recommendations; and
- Verifying compliance with various laws relating to the client.

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## EDUCATION

[DEC 2009]

**Association of Chartered Certified Accountants (ACCA) (UK)**

[DEC 2005]

**Certified Accounting Technician (CAT) (UK)**