

# Bilal Najmi

Management Accountant, Business Analyst



## Professional Summary

Accomplished Accounting Professional with over 7 Years of experience in financial reporting (Income statement, Balance sheet, Trial Balance), Internal Control, Business administration, management reporting, monthly/ year end closing, Internal Audit, and development / implementation of policies and procedures.

Demonstrated expertise in Business Analysis, Business Intelligence, BI deployment, Project management and Client training.



## Work History

### Finance Manager (Feb-2021 to Oct-2021)

#### Bev Arabia

- Heading Finance Department and handling all daily finance related matters.
- Proven expertise of establishing the entire accounting department and implementing the accounting software.
- Prepare and submission of all VAT and Excise returns for all group Companies.
- Preparation of Profit and Loss statement, Balance Sheet and supporting schedule for all Group Companies VAH General Trading (UAE), Kava Noir (UAE) and Creative Hospitality (KSA) on Quarterly and Half yearly and Annual basis.
- Maintain Fixed Asset registered.
- Established reporting platform for e-commerce in Zoho finance for Amazon, noon and Sharaf-DG for UAE and Saudi sector.
- Prepare and present reports, charts and tables summarizing findings and recommendations directly to board of directors.
- Coordinating with external auditors for preparation of audited accounts.
- Coordinating with financial institutions for credit facilities and invoice discounting.

### Group Accountant (Jan-2019 to Jan-2021)

#### BevArabia

- Managing intercompany transaction and Loan within the company.
- Establish, maintain, and coordinate the implementation of accounting control procedures.
- Supervise the input and handling of financial data and reports for the company's automated financial systems.
- Preparation of Cash /Bank and receivable /payable reconciliation.
- Checking invoices for payments to suppliers and prepare check requests.
- Following up with customer payments and producing weekly aging for outstanding amounts.
- Detailed analysis of accounts. (Variance analysis, Financial Analysis).
- Proposing adjustment entries and rectification of entries in Zoho finance.
- Completed daily cash functions like account tracking, payroll, and wage allocations.
- Stock accounting and control.



## Contact

### Address

6 Mason Street Chester, CH1 4DR

### Phone

757-071-0674

### E-mail

[bilalnajmi109@gmail.com](mailto:bilalnajmi109@gmail.com)

### LinkedIn

[www.linkedin.com/in/bilal-najmi](https://www.linkedin.com/in/bilal-najmi)



## Education

### Master of Science

2021-11 - 2022-11

University of Chester - Chester

International Finance

### ACCA

2011-01 - 2018-01

SKANS - Lahore

ACCA (Finalist)

### Bachelor of Science

2014-01 - 2017-01

Oxford Brookes University - London

BSc Hons Applied Accounting

### Diploma

2014-01 - 2016-01

SKANS - Lahore

Advanced Diploma in Accounting and Business

### CAT

2007-01 - 2009-01

CAPS - Lahore

CAT (Accounts, Costing, Business Management) 7/9 Papers Clear

## Associate Business Analyst (Nov-2016 to Oct-2018)

### Mode metric

- Develop BI dashboards for company clients for analysis, forecasting and decision making.
- Generate Financial reports, Account receivable, Account Payable and General Ledger reports based on client requirement.
- Leading BI solution Proof of concept activities.
- Provide training to clients for transforming data into action-oriented information.
- Analyze and suggest BI features and functionalities required for different business concerns.
- Co-ordinate with development to translate business requirements in developing static and motion charts filtration.
- Successfully deployed and delivered multiple projects to local clients.
- Hands-on experience on Dev expresses and Power BI.
- Clients: PEL (Electronics), AVT (Media House), Cheetah (Logistics)

## Accounts Officer (Aug-2014 to May-2016)

### Nishat Mills Ltd

- Allocation of Financial / Interest charges in monthly accounts.
- Maintain Fixed Asset Register.
- Deal with External auditors regarding short term and long-term borrowings.
- Prepare Schedule for short and long terms loan for annual report.
- Make Arrangement for markup demanded by Bank as per agreed terms between Bank and Organization.
- Resolve any issues regarding differences in provision of Markup working and actual Markup.
- Monthly Bank Reconciliation of Nishat Mills Ltd and Nishat Commodities (Pvt) Ltd and resolve any issue regarding Reconciliations.

## Accountant (Mar-2012 to Mar-2013)

### Kohinoor Mills Ltd

- Deputizing in manager's absence.
- Manage Internal Control & Inventory management,
- Verification of system generated salary, overtime.
- Preparation of Daily Cost Generation Report.
- Prepare Monthly Accounts,
- Managing professional relationship with the suppliers.
- Resolve issues regarding creditors and bank reconciliations.
- Managing daily fund movement and forecast weekly & monthly projected cash flows.
- Intercompany reconciliation & resolving any issues thereon.

## Internee (July-2010 to Aug-2010)

### A.F. FERGUSON & CO.

- Part of team making policies for World Call Telecom Limited like Procurement, Revenue and Fixed Asset Transfer Policy (FATP).



### Skills

- Preparation of management Account
- Understanding of Accounting Standards IFRS
- Management Operation
- Internal Audit
- Business Analysis
- Time Management



### Software

- Oracle
- MS Office
- Sage
- Quick Books
- Zoho
- Power BI, Lantern BI
- Dev-Express