**IJAZ AHMED**

Riyadh, Saudi Arabia  +966 58 146 9037 ijazjay@gmail.com



**CAREER SUMMARY**



Versatile, enterprising, dynamic, enthusiastic commerce graduate with more than 12 years of rich experience in accounting, finance, treasury and accounts payable in leading construction companies of Pakistan and the Middle East especially on Oil & Gas processing facilities, cement projects and corporate offices. Comprehensive knowledge and skills on all aspects of book keeping, account reconciliations, trail balance cleaning, store accounting & stock taking, account payables, letter of credit, letter of guarantee, rolling cash flow and liquidity reports.



**CAREER OBJECTIVE**



Proactive result driven professional seeking a challenging position to utilize qualification and more than a decade of accounting, finance and treasury related experience and deliver outstanding results by ensuring proper flow of accounting transactions, reports and management of liquidity reports for the projects.

**Key Skills**: Project Accounting, Journal Entries & General Ledger, Account Reconciliations, Account Payables, Corporate Accounting & Bookkeeping, Vendor Negotiations & Aging Management, Team Building & Staff Supervision, Liquidity Management & Cash flows reporting, Letter of Credit and Letter of Guarantee.



**PROFESSIONAL EXPERIENCE**



**ABV Rock Group Co. Ltd. (Kingdom of Saudi Arabia) Current Employer**

**Company Profile:**

ABV Rock Group is a construction contractor that operates in several interlinked sectors covering buildings and civil works, and acts as a principal and specialist contractor. The core activities of the company are underground storage including tunneling, road construction and pipelines, construction of airports, hospitals, industrial plants, dams and bridges including all associated electrical, mechanical and civil works. <http://www.abvrock.com>

**Position:**

* Accountant Treasury (March 2016 to date)

(Reporting to Head of Treasury)

**Major Projects:**

* Security Forces Medical Center projects Riyadh & Jeddah (Client: Ministry of Interior, KSA).
* South Border Housing project (Client: Ministry of Interior, KSA)
* KAPIIC2 Project (Client: Ministry of Interior, KSA)
* King Saud University (Client: Ministry of Education, KSA)

**Key Responsibilities as a Treasury Accountant:**

* Preparation of daily liquidity report & presentation to the Management.
* Preparation of project’s cash flow forecast for financing purpose.
* Preparation of quarterly cash flow forecast of the company.
* Project wise arrangement of funds through inter-project temporary borrowing and external financing and maintain the record of project wise funds.
* Processing of invoice discounting to bridge the temporary cash deficit for project.
* Liaison with project team to prioritize the suppliers/subcontractors for payments.
* Supervising or monitoring all the payments of the company according to the availability of funds.
* Finalization of books of accounts related to treasury transactions.
* Processing of Letter of Credit in favor of suppliers and subcontractors.
* Letter of Guarantee arrangement and maintenance from Suppliers & Subcontractors.
* Supervision for booking of all accounting transactions related to Bank & Cash
* Independently create Excel spreadsheets to generate the treasury related reports.

**Descon Engineering Limited (Pakistan & Kuwait) 9 Years**

**Company Profile:**

Descon Engineering Limited is an integrated engineering services and manufacturing company operating in Pakistan and the Middle East in the business of delivering client-specific solutions for projects related to Energy, Infrastructure and Process industry. The integrated package of services encompasses engineering, procurement, manufacturing, construction, commissioning and maintenance. <http://www.descon.com>

**Positions:**

* In charge Accounts Payable (December 2013 to March 2016)

(Reported to Head Shared Services & Division Finance Head)

* Accountant (January 2010 to December 2013)

(Reported to Financial Controller Project)

* Assistant Accountant (July 2007 to January 2010)

(Reported to Financial Controller Project)

* Senior Accounts Assistant ( September 2005 to March 2006)

(Reported to Incharge Accounts Project)

**Major Projects:**

* Kuwait Cement (Client: KCC, Kuwait)
* BHP Front End Compression project (Client: BHP, Australia)
* MOL Central Processing Facilities (Client: MOL, Hungary)
* PARCO Asphalt Blowing Unit (Client: Pak Arab Refinery, Pakistan)
* Indus Refinery (Client: SNC Lavalin, Canada)
* Pakistan Cement (Client: Orascom, Egypt)

**Key Responsibilities as an Incharge Accounts Payable**

* Updating financing schedules on monthly basis and recording in respective GLs of current and long term portion of outstanding payables.
* Ensuring compliance with re-payment schedules.
* Monthly accruals calculation on markup on lease, L/C Refinance, Running Finance and other financing facilities.
* Management of financing limits in such a way to ensure cheapest financing line is utilized to ensure least financing costs.
* Keeping track of L/C Refinance, Invoice Discounting and Demand Finance utilized.
* Validating bank’s working of markups with own schedules.
* Management of cash flows to ensure sufficient balance is maintained with each bank to comply with Cheques issued.
* Preparation of documents for interbank transfer of funds.
* Timely management of funds prior to salary and wages requirement.
* Transfer of funds to project sites for payments as recommended by Division Finance head.
* Management of vendor’s payments and validating tax withheld on payments.
* Payables and Advances Movement and Aging follow up with Commercial Department.
* Supervision and Co-ordination of all AP & treasury related functions.
* Supervising the function of daily fund position, bank reconciliation and updating forecast of 3 months with consultation of Project Financial Controllers and Division Finance head.
* Submission of quarterly cash flow statement on monthly basis.
* Maintaining good rapport with all departments to smoothen the function of finance department.
* Key involvement in internal & external Audits for department relevant auditing.

**Key Responsibilities as an Accountant:**

* Preparation of Monthly Financial Accounts for the project.
* Monitoring of Budget.
* Preparation of variance reports on monthly basis
* Preparation of Cost Control analysis reports
* Liaison with Banks and corporate treasury for LC processing and inter-bank transfer of funds.
* Coordinate with the planning department regarding issuance of proper cost centers
* Coordinate with the Store department regarding issuance of inventory in correct GL codes.
* Liaison with time office and administration department regarding payroll of temporary staff at site.
* Coordinating with the Creditors
* Book keeping of suppliers/ subcontractor’s invoices and payments with regards to the payable aging.
* Disbursement of cash wages to labor at project site.
* Ensuring the compliance of SOPs and policies at project sites.
* Participation in financial and Tax audits conducted by the Auditors Crowe Horwath Hussain Chaudhry Co, KPMG & Ernst and Young for External, Internal & Tax Audits respectively.

**Standard Manufacturing Company (Pakistan) 1 Year 3 Months**

**Company Profile:**

Standard Manufacturing Company has been combining the experience passed down from one generation to another with modern technologies to deliver the best of fragrances, flavors, essences and food colors since 1920. <http://www.smc.com.pk/>

**Positions:**

* Assistant Excise Officer ( April 2006 to July 2007)

(Reported to Excise Manager)

**Key Responsibilities:**

* Preparation and submission of Sales Tax Returns.
* Preparation of Sales Tax Invoices.
* Recording of raw materials
* Recording of item wise sales transactions
* Preparation of production and consumption reports.
* Inventory record of raw material consumed and finished goods.



**COMPUTER SKILLS**



Proficient user of Microsoft Excel, Word and various ERP accounting Software such as SAGE, Informix (Unix Based Software) and familiar with SAP.



**EDUCATION**



**University of the Punjab, Sheikhupura College of Commerce, Pakistan**

Bachelor of Commerce (B. Com) – (2003 -2005)

**Govt College Sheikhupura, Pakistan**

Secondary School Certificate (Standard 12), Board of Intermediate & Secondary Education Lahore, (BISE) – (2000 -2003)



**PERSONAL INFORMATION**



**Nationality:** Pakistan

**Date of Birth:** 23 May 1983

**Marital Status:** Married

**Languages:** English, Urdu and familiar with Arabic

**Hobbies and Interests:** Reading,Travelling,Table Tennis, Cricket, and Swimming.

***References: Available on request***