

# Hassan Rafique, ACMA, CGMA

Australian Citizen

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8 Bellbird Court Quakers Hill NSW 2763

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## Profile

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An energetic, self-motivated, results driven and ambitious professional, who has the ability to work well both independently and as a team player. Highly accomplished and qualified finance professional, with twelve plus years of progressive experience, in all aspects of finance & management accounting. With an excellent / proven record of accomplishment of successfully developing, implementing and administering organizational policies and procedures to optimize the utilization of resources and maximize returns. Has a proven ability to prioritize and meet tight deadlines. Articulate and proactive approach to achieve the professional goals with excellent interpersonal and liaison skills, able to communicate concisely at all levels. Proficient problem solver, demonstrating the abilities, to lead projects, aligning financial initiatives to achieve strategic objectives.

Seeking a challenging role, with an organization, where I can utilize my existing skills and qualifications to learn further and develop my skills base and knowledge in the field of finance and management accounting.

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## Relevant Skills / Experience

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- EBackOffice (Epicor)
- SAGE -ACCPAC
- QuickBooks
- MYOB
- PeachTree
- PayGlobal(Payroll Software)
- SAP
- MS Office and MS Visio Professional
- Prophix (Business Intelligence Software)

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## Professional Experience

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**Accountant**, KARI Foundation Limited, Australia

May 2018 to date

**Accountant**, Activ Foundation Incorporated, Australia

April 2013 to 26 January 2018

### Achievements:

- Successfully implemented one 'invoice project' for customers and centralize invoicing in finance function;
- Worked along with project team in implementation of Customer Management System;
- Developed budgeted cash flow and balance sheet from trial balance and budget, prototype was developed in MS Excel and then replicated in Prophix (Business Intelligence Software);
- Rationalized bank accounts and account codes, wherein we reduced number of bank accounts and simplified chart of account structure for efficient management and reporting.

### Responsibilities:

- Managed and monitored corporate cash flow projections on a daily basis and ensured adequate cash flow for operational and capital investment requirements;
- Prepared annual cash flow budgets and monthly variance reporting;
- Monitored general ledger maintenance, preparation and processing of month end accruals and general journal entries;
- Prepared periodic reports for Board of Directors and Management;
- Assisted in preparation of monthly variance reports in conjunction with management accounting team;
- Liaised with external and internal auditors, successfully accomplished multifaceted year end tasks and met audit requirements;
- Assisted in preparing year-end statutory financial statements and annual report;
- Worked in ERP Project team and assisted in defining project scope, liaised with vendors, data migration and process mapping etc.;
- Provided assistance to financial controller with quarterly and end of year financial report;
- Ensured adequate internal controls and procedures are in place and monitored and updated;
- Managed payroll accounting function for more than 2,000 staff members from payroll cost recording to collaborating with management accountants and business managers regarding payroll cost allocation issues;
- Calibrated the calculations for annual leave and long service leave accruals and on-cost in payroll system;
- Prepared financial information for the annual insurance policy renewals and declarations;
- Liaised with insurers and lodged workers comp claims and reconcile against wages payments;
- Completed monthly balance sheet reconciliations and managed trial balance;
- Managed month end process for payroll through to accounts payables and receivables;
- Managed accounts receivables team (02 staff members) and collaborated with peers across different functions;
- Reviewed accuracy of information required for all financial transactions across revenue and expense recognition;

- Handled long term loans, credit facilities and lease liabilities;
- Reconciled multiple intra company accounts and identified variances;
- Managed tax requirements and submitted FBT(yearly) and BAS(monthly) returns;
- Identified improvement strategies in processes, systems and procedures to maximize efficiency;
- Managed accounting function of individualized services area and recreation business unit;
- Submitted various regulatory reports and surveys to Australian Bureau of Statistics;
- Processed payments and funds transfers in online banking portal and signed cheques after necessary validation.

**Accountant**(Treasurer), Westerly Family Centre Inc.& Rockingham City Football Club, July 2012 to April 2013

Overseeing voluntarily all matters of finance and accounting like; bookkeeping, banking, cash flow management, debtors/creditors management, payroll and financial reporting of both these not for profit organizations.

**Project Financial Controller**, DESCON Engineering, United Arab Emirates June 2011 to April 2012

**Achievements:**

- Administered final project budget(rev01) preparation activity by synchronizing and scheduling sub-activities across planning, project management and finance domains thereby finalizing project quantities and cost on completion for control aspect whilst meeting tight budget submission deadline;
- Led the initiative to realize long outstanding account receivables (USD 150K) by negotiation, resolution and identification of disputed work done with multiple clients through effective coordination and consolidating efforts across internal project management, planning and work certifying teams;
- Accelerated monthly financial closings by three days by eliminating redundant manual processes and improving work flow cycles.

**Responsibilities:**

- Released monthly analytical report and compared budget versus actual figures along with reasoning of significant variances;
- Issued financial statements, subsequently analyzed cost and financial data to identify significant trends;
- Maintained accounting records and reported as per international accounting standards(IFRS) and corporate accounting policies;
- Attended project review meetings in project and head office and presented and discussed project performance and finance related matters;
- Monitored cash flows by focusing on timely generation of invoices and strong follow-ups with client for earliest realization of receivables and achieved self-reliance in cashflows from project;
- Managed project working capital, leases and banking facilities in collaboration with treasury manager whilst ensuring minimum financial charges by efficient rolling-based cash flow forecasting;
- Assisted financial controller in providing multiple project related reports;
- Managed project finance team comprising of 03 staff members;
- Recorded project revenue as per accounting standards and strived to keep the accrued billing at lowest level;
- Managed month end process and recorded cost/income accruals for accurate reporting;
- Monitored project procurement function, reviewed stocks periodically and transfer slow moving items to other projects;
- Managed projects assets, recorded asset movements and worked closely with asset manager in periodic asset counts;
- Supervised all activities of finance department and managed the interaction with internal and external stakeholders;
- Reviewed and advised on the performance of accounting and information systems to improve the business processes and their integration to minimize duplication across the value chain;
- Controlled cost performance and financial health of the project valuing more than USD128M on controlling aspects via cost/budgetary control mechanisms, in depth variance analysis, and strict adherence to project schedule and MRP;
- Ensured that project is completed within budget and schedule through close interaction with project management and operational departmental teams;
- Prepared annual departmental budgets, updated the same through quarterly forecasts on rolling basis and issued subsequent monthly comparatives with actual outcomes;
- Prepared weekly/ monthly project performance reports and finalized latest estimates of project cost on completion.

**Project Financial Controller**, DESCON Engineering Limited, Pakistan September 2009 to June 2011

**Achievements:**

- Redesigned and improved formats of project bid and project budget to synchronize with chart of accounts and P&L for effective and efficient budgeting and afterwards prepared comparatives of budgeted with actual results;
- Automated the process of preparing monthly departmental performance reports (budget versus actual) by modeling in MS Excel thereby saving approximately six hours of manual consolidation and related workings;
- Restructured complete cost and financial accounting system by eliminating unnecessary cost allocations, introduction of cost centers and reclassification of cost items from fixed to variable to optimize cost control and accountability.

**Responsibilities:**

- Prepared periodic financial statements and accounts, like, trial balance, income statement, balance sheet and cash flows as per IFRS, regulatory framework and company accounting policies;

- Managed preparation and dissemination of budgets, forecasts, periodic financial and operational performance reports to senior management to support and assist in strategic and tactical decision-making process and devising business strategy;
- Performed various studies and analysis in order to provide reports on status of projects, accounts, financial position/performance and business (in hand and executed) to assist management in financial planning and decision making;
- Supervised the whole accounts payable and accounts receivable functions and reviewed periodic reconciliations performed with clients and suppliers on proactive basis;
- Ensured accountability, accuracy and integrity of financial transactions within the general ledger;
- Implemented and maintained a sound system of risk based internal control through compliance with company accounting policies and procedures so as to ensure the achievement of corporate objectives;
- Managed and administered payroll from efficient attendance system to payroll preparation through to transferring of salaries in employee bank accounts;
- Managed finance team comprising of 04 staff members;
- Managed cash, inventory and fixed assets; periodically reconciled banks and intercompany current accounts;
- Liaised with internal and external auditors, planned and executed for efficient conduct of audit; prepared multiple financial/accounting reports to satisfy their requirements;
- Reviewed and controlled capital budgets and expenditures through capital investment requests and decision supports through financial evaluation techniques like, computing relevant cash flows, DCF, etc.;
- Performed post mortem reviews of project expenditures, identified lessons learnt and opportunities missed therefrom to improve future project bidding, budgeting and control mechanisms;
- Performed balance sheet reconciliations and followed up on reconciliation outstanding items;
- Worked closely with banks for efficient cash management;
- Maintained chart of accounts and reporting structure of all reports aligned with organizational structure;
- Assisted project manager and other project management in different finance reports related queries;
- Managed month end process and closed books of accounts in time regardless of tight deadlines.

**Lead Accounts**, DESCON Engineering Limited, Pakistan

October 2007 to Sept. 2009

**Achievements:**

- Lead the whole finance and accounting matters of world's largest single train urea-ammonia plant erection and commissioning project (Engro Chemicals Pakistan Limited Expansion Project).

**Responsibilities:**

- Supervised monthly and annual accounts closing; prepared and distributed financial statements as per prescribed financial reporting framework;
- Prepared and administered the whole project budgeting process including the monthly preparation of latest forecasts on completion in consultation with project management and execution team;
- Administered whole accounts payable function from recording to settling of matured payables as per creditor aging and agreed terms of payment;
- Maintained local banking relationships, negotiated financing facilities and established letter of credit;
- Forecasted and managed cash through monthly rolling cash flows forecasts of above USD 1.8M per month;
- Reviewed monthly Payroll; planned and executed all aspects of disbursing monthly salary USD0.75M to direct manpower(5,000+) in cash;
- Managed project finance team comprising of 04 staff members;
- Monitored project health by reviewing and analysing financial and operational performance measures to highlight areas of weaknesses and opportunities to project manager.

**Finance Officer**, Askari Pharmaceuticals Private Limited, Pakistan

February 2007 to October 2007

**Accountant**, Unity Advertiser, Pakistan

June 2004 to November 2006

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**Relevant Training / Certification**

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- Forecasting
- Budgeting
- Financial & Management Reporting
- Accounts receivable and payable
- Cash Management
- Payroll Analysis
- Leadership skills
- Influential Presentations
- Coaching Skills
- Leadership development program
- Introduction to effective hiring

- Effective communications
- Customer Service Awareness

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### **Professional Education & Affiliations**

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#### **Certified Practising Accountants Australia (CPA, Australia)**

- ASA, one exam to complete CPA Program

#### **Chartered Institute of Management Accountants (CIMA)**

- Associate Chartered Management Accountant

#### **Chartered Institute of Management Accountants | American Institute of Certified Public Accountants**

- Chartered Global Management Accountant

#### **Institute of Cost and Management Accountants of Pakistan**

- Associate Cost and Management Accountant

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### **References**

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- Upon request