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# MUHAMMAD ADNAN

055 3056 250

[adnan.saleem@aol.com](mailto:adnan.saleem@aol.com)



## Career Objective

To secure a responsible position in Accounts & Finance Management and to serve as a finance representative sharing my breadth of knowledge, experience and abilities affecting mutual growth and success of employee and employer through implementing modern business strategies, integrating information technology with financial and accounting systems.

## Professional Qualification



- CPA (Pak) – M 1704
- Chartered Accountant (CA) - Finalist

## Professional Experience



**EFS Facilities Management Services LLC. Dubai, UAE**  
(Chief Accountant - April 2012 to date)

### Key Job Responsibilities include:

1. Ensuring completeness of monthly closing of the books of accounts by using **ERP system**; JDE Edwards Enterprise One
2. Preparation and presentation of monthly financial statements (**MIS Reporting**) together with variance analysis for the Group and higher management
3. Reviewing & Managing cash flows and bank reconciliations
4. Ensuring implementation of the Budget & advising cost controls
5. Balance Sheet account reconciliations
6. Reviewing & Managing accounts receivables & ensuring revenues are booked in compliance with agreements with the customers and IFRS
7. Reviewing Accounts payable reconciliations and ensuring the completeness of payable invoices with required supporting documents and resolving disputes with suppliers
8. Intercompany transactions and reconciliations with other group companies
9. Analyzing and reviewing revenue and expense trends and recommending appropriate budget levels, and ensure expense control
10. Assisting Finance Manager in External Audit for preparation of required reports and schedules
11. Compiling and analyzing financial information to prepare entries to account for any accounting discrepancies, e.g. accruals, amortization, depreciation, etc
12. Preparing and reviewing budget, revenue, expense, payroll, invoices, and other accounting documents / reports
13. Managing complete accounting functions of the below projects of the company:
  - a. Mubadala
  - b. Schlumberger
  - c. Etihad Airways

مبادلة  
MUBADALA

Schlumberger

الإتقاد  
ETIHAD  
AIRWAYS  
ABU DHABI

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## **Professional Training**



**Parker Randall Pakistan - Chartered Accountants  
(Senior Auditor – 3.5 Years)**

A member firm of Parker Randall International - UK

## **Fields of Expertise in Internal / External Audit, Corporate Laws, Taxation**

### **Internal Audit and Assurance**

- Worked as an **internal auditor** in Energy, Chemical and Textile sector to check and verify the transactions in the accounting system and suggest improvements
- Verifying and posting accounting entries in the accounting software
- Verifying compliance of legal and financial transactions with applicable corporate laws and company policies

### **Management Consultancy**

- Preparation of management accounts for budgeting, planning and control, accurate, complete and timely recording of financial transactions including accruals and prepayments on the basis of International Financial Reporting Standards (IFRS) for higher management to make business decisions.
- Prepared Feasibility Study Reports of real estate & frozen food sectors

### **Taxation, Corporate & Secretarial Practices**

- Dealt in the incorporation of the different companies & preparation of memorandum of association (MOA) & articles of association (AOA), filling of different forms as specified in the Companies Ordinance, 1984, with Securities and Exchange Commission of Pakistan (SECP).

### **External / Statutory Audit**

- Performance of audit procedures as per International Standards on Auditing (ISAs) and ensuring compliance with Companies Ordinance 1984, IFRS and standards issued by ICAP.
- Conducted Audits of various sectors:
  1. Power (IPP) – Independent Power Producers
  2. Financial Institutions – Stock exchange broker
  3. Textile processing units
  4. Rice processing units
  5. NGOs – Caritas, Pakistan International Foundation
  6. Provident Funds
  7. Service Providers
  8. Construction Companies
  9. Schools / Hospitals
  10. Manufacturing Concerns
  11. Engineering Companies

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## **Achievements**

- Received Best External Auditor Award 2010 from Parker Randall International UK
- Participated in Presentation Skills Competition conducted by ICAP
- Conducted a successful assignment of market feasibility survey on frozen meat including costing, budgeting and trend analysis of the survey in UAE during my professional training.
- Attended various seminars on International Financial Reporting Standards (IFRS), International Standards on Auditing (ISA's), Insurance business, local GAAP and other topics conducted by ICAP.
- Received Employee of the month in March 2013 from EFS Facilities Services LLC.

## **Special Training / Courses**

- Course of Computer Practical Training from ICAP
- Presentations Skills Training Course from ICAP

## **Computer Skills**

- ERP Business Suite (JDE Edwards Enterprise One)
- Tally
- Quick Books
- Fox Pro
- Microsoft Office (Excel, Word, Power Point, Outlook, Access)

## **Language Skills**

- English (Proficient in writing, listening, reading, speaking)
- Urdu (Native)
- Punjabi (Native)
- Arabic (Basic learner)

## **Personal Information**

<b>Father's Name</b>	Muhammad Saleem
<b>Nationality</b>	Pakistani
<b>Passport #</b>	BA1408272
<b>Date of Birth</b>	November 15, 1985
<b>Marital Status</b>	Married
<b>Driving License</b>	1963920 (Dubai)