

# Muhammad Najeeb ur Rehman

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najeeb.bhatti (Skype)



## Finance & Accounts Specialist

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### **OBJECTIVE**

To pursue a demanding and challenging role within a reputed organization with the approach to take up responsibilities to accomplish organizational goals where in my skills and potentials are being utilized to the maximum; alongside focusing on the scope of enhancing my personal skills and gaining maximum knowledge during my tenure to contribute to the growth of the organization.

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### **SKILLS SUMMARY**

- More than 13 years of experience in handling finance, accounting, Internal & external auditing responsibilities in Pakistan, Afghanistan, UAE and Iraq.
  - Professionally qualified with Certified Internal Auditor from ICIA (Institute of Certified Internal Auditors, Pakistan) and CA Foundation from ICAP (Institute of Chartered Accountants of Pakistan).
  - Proficient in using accounting packages such as **Tally, Orion, Quick Books** & basic knowledge of **Oracle Financials**.
  - Proficient in MS Office Applications especially in MS Excel & MS Word.
  - Qualified, well-trained, finance & accounting professional with experience on supervisory & decision making positions.
  - Have experience in conducting internal & external audit for several reputed organizations inside and outside Pakistan.
  - Possess excellent analytical, managerial, administrative & team leading skills.
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### **EMPLOYMENT HISTORY**

#### **UAE & IRAQ:**

- **DEPUTY MANAGER FINANCE AND DCC:** (Jan. 2014 – Till Date)

#### **BAYTULMAL SERVICES LLC - DUBAI & IRAQ**

Pioneer contractor of **Petrochina Halfaya FZE**

Being Head of Finance and Documents Control & Coordination, my responsibilities include:

- Manage the day to day financial transactions of the company.
- Supervise the whole range of Accounts Payable, Receivable & Budget compliance.
- Supervise Payroll and Management Reports.
- Ensure reconciliation of all sub ledgers & general ledger is performed on regular basis.
- Prepare Projected & Actual Cash Flow Statements.
- Liaise with & assist internal & external auditors; implement recommendations if any; take corrective actions wherever required.

- Tax Calculation on the invoices from suppliers and invoices rose to client.
- Monthly Staff Cost Calculations (payroll, provision for leave salary, gratuity & air passage)
- Ensure the smooth submission and approval of all Projects related documentation to the client
- Resolve any issues in the project documentation.
- Supervise the Handing Over of Final Documentation of Phase-1 and Phase-2 Projects of Petrochina at Halfaya Oil Field Iraq.
- Attend all meetings and trainings related to the documentation control issues.

▪ **SUPPLY CHAIN MANAGER:** (Nov. 2012 – Jan. 2014)

**KUHNEZUG AG MIDDLE EAST LLC - DUBAI**

An associated company of KUHNEZUG German Cranes Germany, leading organization in Industrial Crane Hoists manufacturer and after sale services provider

Being Supply Chain Manager, my responsibilities include:

- Manage the day to day financial transactions of the company.
- Maintain books of accounts in a computerized environment.
- Supervise the whole range of Accounts Payable, Receivable & Budget Preparation.
- Prepare Payroll and Management Reports.
- Control petty cash; prepare render accounts of individuals & departments.
- Ensure reconciliation of all sub ledgers & general ledger is performed on regular basis.
- Calculate and pass Provisions for the month
- Monthly Staff Cost Calculations (payroll, provision for leave salary, gratuity & air passage)
- Opening of Letter of Credits with Banks
- Liaise with Shipping companies to monitor all the incoming and outgoing shipments
- Prepare the weekly and monthly shipments plan and ensure the implementation of the same.
- Preparation of documents of L.C. and authenticate and submit the same.
- Liaising with banks and customers regarding the LC documentation.

▪ **HEAD OF ACCOUNTS:** (Nov. 2010 – Apr. 2012)

**LOOTAH LEMMENS LLC - DUBAI**

A joint venture of Lootah Group of UAE, a leading group dealing in Construction, Manufacturing, Production and Service providing in all over GCC, and Lemmens Crane System of Netherlands

Being Head of Accounts, my responsibilities include:

- Maintain books of accounts in a computerized environment.
- Prepare Payroll and Management Reports.
- Control petty cash; prepare render accounts of individuals & departments.
- Ensure reconciliation of all sub ledgers & general ledger is performed on regular basis.
- Calculate and pass Provisions for the month
- Liaise with & assist internal & external auditors; implement recommendations if any; take corrective actions wherever required.
- Monthly Staff Cost Calculations (payroll, provision for leave salary, gratuity & air passage)
- Monthly profit and loss reports for all the running projects
- Budget compliance for each project and comparison of actual costs and budgeted costs.

## **PAKISTAN:**

- ***BRANCH MANAGER – ACCOUNTS:*** (Jun. 2009 – Sep. 2010)

### **CONCRETE CONCEPTS (PVT) LTD., PAKISTAN**

A Pioneer Producer of Tuff Tiles and pavements in Pakistan

Being Branch Manager Accounts, my responsibilities include:

- Maintain the Sales and Receivables record
  - Manage the day to day financial transactions of the company.
  - Maintain books of accounts in a computerized environment.
  - Supervise the whole range of Accounts Payable, Receivable
  - Control petty cash; prepare render accounts of individuals & departments.
  - Ensure reconciliation of all sub ledgers & general ledger is performed on regular basis.
  - Factory Visit to Monitor the Production Reports and Internal Audit
  - Reporting to Head office
  - Liaise with the banks being the authorized signatory for company.
- ***AUDIT TRAINEE / SUPERVISOR:*** (Sep. 2004 – Jun. 2009)

### **MUSHTAQ & CO. (Chartered Accountants), Pakistan**

#### **INTERNAL & EXTERNAL AUDITS**

Audit experience includes External Audit of companies dealing in manufacturing / production, Service Providers, Financial Institutions & Non-Profit Organizations also include Internal Audits, Cost Audits, System Audits, Investigations & other special assignments.

- Preparation of audit planning and strategies.
- Risk assessment of critical and significant audit areas.
- Review of work performed by audit assistants.
- Verification of Financial Statements (Balance Sheet, Profit & Loss, Cash Flow and related statements and notes).
- Reviewed application of International Financial Reporting Standards and local laws in the overall accounting environment.
- Verification of compliance to applicable laws and regulations and reporting requirements as are applicable to organizations.
- Verification of compliance with Code of Corporate Governance.
- Checked presentation and disclosure of financial statements in accordance with applicable local laws, International Financial Reporting Standards (IFRS).
- Reviewing preparation of budgets and their comparison with actual results. This also includes assessing going concern assumption and future viability (both financial and operational) of the projects.
- Preparation of audit reports.
- Preparation of control weakness/ deficiency and recommendations letter.
- Involved in the preparation of key correspondence with those charged with governance.
- Evaluation and documentation of present accounting and internal control system
- Reviewing human resource policies of an organization on recruitment, termination, staff training, employees benefit schemes, segregation of duties, job stress, job rotation and performance appraisal, and need/ motivation analysis.
- Identification of inherent risks present in a system and reporting weakness and risks to the management.

## **SPECIAL ASSIGNMENTS**

### **Asian Development Bank**

Worked as a surveyor in Decentralization Support Program (DSP) in the province of Khyber Pakhtun Khah (KPK) Pakistan

### **Buildcore Engineering (Pvt.) Limited**

Per Kilogram Cost calculation of each specification of telecommunication towers fabricated & galvanized by the company

### **Y. S. Securities (Pvt.) Limited**

System Audit

### **Japan International Cooperation Agency (JICA)**

Worked as a Financial Advisor for JICA on their Mother Child Health (MCH) Training Program at Pakistan Institute of Medical Sciences (PIMS), Islamabad

### **National Telecommunication Corporation (NTC)**

Asset Valuation of NTC contributed in a joint venture with a private partner.

### **S. M. E. Bank limited, Pakistan**

Provident Fund Audit

### **Islamic Relief UK**

Financial Audit Afghanistan and Pakistan (Country Offices & Field Offices)

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## **ACADEMIC HISTORY**

- **Certified Internal Auditor (CIA)**, ICIA
  - **Chartered Accountancy Intermediate & Foundation Examination**, ICAP
  - **Bachelor of Arts (BA)**, Punjab University, Pakistan
  - **Course of Computer Practical Training (CCPT)**, ICAP
  - **Presentations Skills Training Course (PSTC)**, ICAP
  - **ISO (9001:2008) Certified Internal Auditor**
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## **COMPUTER SKILLS**

- Extensive work experience in integrated computer environment.
  - Good understanding of Microsoft (MS) Windows, MS Excel, MS word, MS Power Point, Quick Books, Tally, Orion and Oracle Financial
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## **PERSONAL DETAILS**

- **Nationality** : Pakistani
  - **Date of Birth** : June 14, 1983
  - **Marital Status** : Married
  - **UAE Driving License:** 63587881
  - **Languages** : Urdu (Native) / English (Fluent) / Arabic (Middle Level)
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