

Muhammad Sulman Farooq, Acca, Uaeca

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Summary

- Profile: Male, 28, Single
 - Nationality: Pakistan
 - Current Location: Al Ain, UAE
(Employment Residence Visa valid till August 2018)
 - Driving Licence: Issued in UAE
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- Current Position: Senior Accountant
 - Company: Oasis Hospital
(Reporting to: CFO)
 - Notice period: Upto 1 month
 - NOC Requirement: None
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- Preferred Locations: All Middle East Countries
 - Salary Expectation: Not Specified/Negotiable
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Work Experience

Aug 2016 - Present

Oasis Hospital

Al ain, UAE

Senior Accountant

I am responsible for supporting the Finance and Business Manager in providing a comprehensive financial management and business support service to the Service Area. I am responsible on a day to day basis for the management of a small team providing financial planning, reporting, training and business support to the Service Area in addition to deputizing for the Finance and Business

Manager in his absence. This is an extremely challenging role with the trust continuing to transform services to deliver the necessary savings targets. My role involves significant engagement and building excellent working relationships with all levels of operational and clinical managers.

Financial Planning and Reporting

- Preparing the financial statements according to the IFRS (International Financial reporting Standards) and IASs (International Accounting Standards)
- Co-ordinates and manages the process of annual budget setting for Division working within an agreed corporate framework.

- Coordinating with the Director of Revenue Management in order to reduce claim Rejections.

Helping RCM to monitor rejections by making statistic report based on percentage denials per coder and denial code.

- Support the Finance and Business Manager in undertaking robust financial evaluation of proposed service changes / developments. Assists in the development and production of business cases and tender responses, generating options for investment, appraisal of the options and identification of project resources.
- Work to develop strong relationships with clinicians and managers to develop a culture of shared responsibility for financial issues.
- Managing the Cash flow by performing leading and lagging procedures.
- Preparation ,verification and submitting of VAT-return according to the UAE Federal Decree law (8)
- Helping Financial Auditors to ensure the smooth and timely audit carried out annually.

Jul 2014 - Aug 2016

SUN MEDICAL CENTRE

Al ain, UAE

Group Accountant

- Develops, implements and maintains general accounting systems and controls supervises and
- Participates in the review and analysis of accounting records
- Defined the accounting requirements for SMC for incorporation into the patient accounting system,
- Practiced contract reviews, financial reporting and analysis, budgeting, and compensation evaluation
- Negotiating contracts with vendors, issuing purchase orders for Medical Supplies, ensure matching purchase orders with invoices and verifying delivery schedules.
- Successfully process insurance claims and revenue cycle management.
- Prepares financial reports including cost reimbursement plans for Daman Insurance, and other Insurance Companies
- Clinical Coding for resubmissions ICD-9 & CPT
- Medical Billing of Claims to the Concerned Insurance Companies.
- Communicating with Daman Insurance with Confidence for the internal Complaints rejections in Daman side.
- Calculation of the Monthly Profit and Distribution of the Commission to the concerned persons.
- Preparation of Profit & loss Account for the Branch and calculation of profit Distribution among partners.
- Helps in Consolidation of Branch Accounts with the Main branch Accounts.
- Successfully achieved the insurance empanelment for renowned insurance companies.
- Successfully obtained approval from HAAD for Facility License for new branch in first inspection.
- Successfully developed business with labour camps
- Successfully made financial feasible deals with other facilities

Feb 2013 - Jun 2014

**PKF CAHRTERED
ACCOUNTANTS**

Sialkot, Pakistan

AUDIT ASSOCIATE

Acted as an active team member of Audit team as a semi senior for the audit of following Clients.

Sialkot International Airport Limited.
Sialkot Dry Port Trust
Sialkot Chamber of Commerce and Industry (SCCI)
Pakistan Cargo Services (Pvt) Ltd.
Waggoner World Wide (Pvt) Ltd.
Leather Field (Pvt) Ltd.
Mir Yousaf Leatherware (Pvt) Ltd.
Major Products (Pvt) Ltd.
Pakistan Hosiery Manufacturing Association (PHMA).
ESPAK International (Pvt) Ltd.
QSA Surgical (Pvt) Ltd.

Tax Assignments

Prepared, verified and submitted Income tax returns for the Tax Year 2013.
Sialkot Dry Port Trust.
Classic school System (AOP).

Fixed Assets Assignment.
Medical Devices (Pvt) Ltd.

Mar 2011 - Nov 2012

FIZAN TELECOM (BRANCH OF FIZAN FZC,RAK)

Sialkot, Pakistan

SENIOR ACCOUNTS & BILLING OFFICER

Preparation ,verification and reconciliation of invoices for the world renowned telecom carriers.
Scheduling daily payments by performing leading and lagging procedures in order to maintain cash flow and credit rating.
Performing ageing for the receivables.
Month preparation of the Accounts and Bank reconciliation.
Representing Accounts & Billing view in the meetings with the sales and technical department.
Communicating with International Carriers to resolve any discrepancies if any arise in accounts & Billing between both sides.
Training of juniors and Supervising the work done by juniors.
Evaluating the performance of Juniors.
Reporting to the CFO Monthly.
Preparation of Monthly budgets and actual reports and investigate variance.

Sep 2010 - Nov 2010

Forward Gear Pvt Ltd. (ADIDAS Manufacturer)

Sialkot, Pakistan

Internal Auditor

Acted as the Production Auditor for the newly developed Internal Audit department.
During my tenure we started with Printing section of the production departments as the printing was out sourced.
Verification of the defects in printing detected by the quality inspectors and communicating those with Managing Director and Outsourced company to agree upon penalties for defected printings in order to maintain the quality of World renowned brands such as Adidas and Reebok

Other Certificates

2015	ACCA (ASSOCIATION OF CHARTERED CERTIFIED ACCOUNTANT)	ACCA, United Kingdom
2015	UAECA-UNITED ARAB EMIRATES CHARTERED ACCOUNTANT	AAA, UAE
2009	CAT (CERTIFIED ACCOUNTING TECHNICIAN)	ACCA, United Kingdom

IT Skills

Windows & Office tools

- MS-OFFICE, ORACLE, Expert
- FAST TYPING SPEED Expert

Languages

- English Fluent
- Arabic Working knowledge
- Urdu Native
- Punjabi Fluent