

TAHIR SAJJAD



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Visa: Transferable

Marital Status: Married

Driving License: Valid KSA

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SUMMARY:

A qualified proactive and result oriented management accountant with **13+ years'** experience in running all accounting cycles including **A/R, A/P, G/L, Assets Management, Auditing, Taxation, MIS Reporting, Budgeting, Forecasting, Key Analysis and Financial Modeling.**

OBJECTIVE:

Obtain a challenging leadership position applying creative problem solving and lean management skills with a growing company to achieve optimum utilization of its resources and maximum profits.

KEY SKILLS:

Financial Planning

MIS Reporting & Key Analysis

VAT implementation

Financial Modeling

Financial Reporting

Cash Flows & Finance Management

Budgeting & Forecasting

Project Management

ERP implementation

General Ledger & Reconciliation

Consolidation & Inter Co Transactions

Internal & External Auditing

CAREER HISTORY

Yousef Fouad Zuhairy Group. (Deals in Automotive, Elevators Installation Business & Hotel Business-Swiss Intl)
Chief Accountant & Financial Planning Manager Jeddah KSA Dec 2015 to till date

- Consolidate and analyze financial data (Budgets & Financial Statements).
- Comparing budgeted financial statements with actual and report the variances.
- Prepare projected cash flows & plan payments.
- Supervised VAT implementation process in **SAP**.
- Improves financial status by analyzing results, monitor inventory variances & Identify trends.
- Identify financial status by comparing and analyzing actual results with plans & forecasts.
- Ensure internal documentation and control is being adhered.
- Ensure service invoices are policies aligned and control are being followed.
- Ensure documentation for import and prepare foreign payments.
- Oversee day to day accounting transactions and ensure processing in accordance with internal policies and US GAAP and IAS.
- Preparation of financial feasibilities and plans for new projects and consider optimum utilization of funds.
- Ensure compliance with SOX controls and manage the process of internal controls & audit.
- Responsible for capital budgeting, coordination for induction and ensure compliances.
- Ensure sooth statutory and internal audit.

Al Miar Al Madani Intl Co. (Deals in Fast food Chain, Charleys – USA Brand)
Accounts Manager Jeddah KSA

Feb 2010 to Nov 2015

- MIS REPORTING** – Budget preparation, Comparisons of Actual vs Budget, Ratio analysis (vertical & horizontal), Forecasting & Break even analysis, Liaises with G.M for Charley's (food division) reporting to U.S.A.
- ACCOUNTS & FINANCE** – Preparation of monthly, quarterly & yearly final accounts for each division. Preparation of monthly payroll, Depreciation schedule & closing entries. Costing (food division) & variance analysis with standard cost, Liaises with internal & external auditor to improve credibility of accounts.
- BANK & CASH FLOW** – Projection of cash flow for succeeding months, Payment management according to bank position.

Enerplastics LLC. (A leading manufacturing company for plastic master batches in UAE)

Accounts Executive

Dubai UAE

Jun 2008 to Sep 2009

- Preparation of monthly, quarterly & yearly final accounts.
- Reconciliation of Supplier Accounts with Accounts Payable.
- Dealing with creditors, ensuring adherence with the agreements and reconciliations on monthly basis.
- Valuation of Inventories.
- Preparation and arrangements of documents in order to opening the letter of credit (LC) and acquire new or renewal of existing finance facility from banks and keeping track of both capital and markup payments in accordance with agreements with banks.
- Liaises with relationship managers for discrepancies to release the documents.
- Manage facility utilization from different banks, efficiently to minimize interest cost to the company.

- To prepare Bank Reconciliations.
- Responsible for daily cash management activities and monthly cash reporting, including preparing daily cash position and ensure all payments are made on time in coordination with different departments.

Danube Co. Ltd. (A well-known leading hyper-chain deals in FMCG - KSA)

Senior Accountant

Jeddah KSA

May 2006 to May 2008

- Project Management while opening new hyper markets in different cities of Saudi Arabia.
- Preparation of project accounts & capitalization and report the analysis to Finance Manager.
- MIS reporting. (Expenses comparison to G.M]
- Fixed Assets Register [Addition, Disposal, and Depreciation].
- Involved in monthly intercompany reconciliation of parent and subsidiary companies.
- Monthly closing entries (provision, accruals & amortization schedules).
- Head of expense department to control & supervise expenses of all branches.
- Develop, maintain, and analyze budgets, preparing periodic reports that compare budgeted costs to actual costs.
- Review and recommend modifications to accounting systems and procedures.
- Develop and document business processes and accounting policies to maintain and strengthen internal controls.
- To prepare reports on economy, efficiency and effectiveness of production process.
- Verify, allocate, post and reconcile accounts receivables and payables.
- Produce error-free accounting reports and present their results.
- Analyze business operations, trends, costs, revenues, financial commitments, and obligations, to project future revenues and expenses or to provide advice.

QUALIFICATION

Professional Qualification

Particulars

CPA – SOCPA KSA (Associate Member)
 CFA – Canada
 CPA – Pakistan
 CMA – Pakistan (Operational Level Cert.)

Institute

Saudi Institute of Certified Public Accountants
 Institute of Accounting Technicians Canada
 Institute of Certified Accountants of Pakistan
 Institute of cost & management of Pakistan

Academic Qualifications

MA-Economics
 B.Com

Punjab University Lahore Pakistan
 Punjab University Lahore Pakistan

OTHER SKILLS

- **ERP Software:** SAP, Oracle Financials, DMS, JDA AS-400 & Microsoft Great Plains
- Proficient in **MS Office.** (Designing of excel based programs)
- Good communication & presentation skills
- Team player

References

Will be furnished on demand