

CAREER OBJECTIVE

A challenging and performance oriented position to acquire the experience and skill necessary to become a leader of the future whilst delivering high quality and efficient performance in a way that benefits the organization and contributes towards my professional growth.

PROFESSIONAL QUALIFICATION

Chartered Professional Accountant (CPA, CGA) - Canada	2016
Association of chartered certified accountants (ACCA) - UK	2010
Certified Accounting Technician (CAT) - UK	2006

ACADEMIC QUALIFICATION

Year

BSc (Hons) in Applied Accounting (Oxford Brooks University, UK)	2011
HSC (Board of Intermediate Education Hyderabad)	2006
Matriculation (Board of Secondary Education Hyderabad)	2003

PROFESSIONAL EXPERIENCE

Perma Pipe Saudi Arabia LLC: Working as an Assistant Accounts Manager from May 2018 to Present – Saudi Arabia.

Job Responsibilities:

- ✚ Creating work schedule & job responsibilities for the accounting team.
- ✚ Provide individual motivation and guidance to employees to help them maximize their potential.
- ✚ Maintains accounting controls by establishing a chart of accounts; defining accounting policies and procedures.
- ✚ Guides other departments by researching and interpreting accounting policy; applying observations and recommendations to operational issues.
- ✚ Implement and monitor the month, quarter and year-end closeout accounting schedules.
- ✚ Develop monthly and quarterly accounting reports for the management and executive teams.
- ✚ Filing monthly withholding tax & VAT with GAZT department.
- ✚ Facilitate in annual external & SOX audit and filing of income tax with GAZT department.
- ✚ Vast experience in dealing with tax queries raised by GAZT related to annual tax/WHT/VAT.
- ✚ Create new internal accounting corporate policies and maintain existing policies.
- ✚ Handle & supervise daily accounting activities related AR, AP, Bank, Intercompany, fixed assets, Inventory & others.
- ✚ Oversee budget reports, preparation of budgets, and analysis of budgets.
- ✚ Monitor bank account, AR, AP & other accounts reconciliation.
- ✚ Prepare cashflow report on weekly basis to ensure that the company have adequate funds available to run day to day activities.
- ✚ Making feasibility studies as to whether or not to undertake new projects (whether or not to open a new facility or a new service)
- ✚ Liaising with the IT department for modifications to ERP (Visual Infor).

Aujan Industrial Supplies: Worked as an Active Finance Manager from July 2016 to May 2018–Saudi Arabia

Job Responsibilities:

- ✚ Working as an Active Finance Manager to manage the accounts team and reports directly to CFO & MD.
- ✚ Responsible for monthly/Annually closing of books and to prepare Financials including P/L, Balance Sheet, Cash flow statement (Direct & Indirect method), Budget variance & forecast.
- ✚ Present financial reports to board members, stakeholders, executives, and clients in formal meetings.
- ✚ Monitor the day-to-day financial operations within the company, such as payroll, invoicing, reporting, expenses and other transactions.
- ✚ Oversee financial department employees, including financial assistants and accountants.
- ✚ Meet with corporate team and explain any queries raised by them and to discuss future business plans with management.
- ✚ Contract outside services for tax preparation, auditing, banking, investments, and other financial needs as necessary.
- ✚ Co-ordinate with IT department to make necessary changes in ERP system to improve internal controls.
- ✚ Establish and maintain financial policies and procedures for the company.
- ✚ Ensuring that cash flows are adequate to allow business units to operate effectively.
- ✚ Working with executives and business heads to prepare budgets and track profit / loss performance by business unit and on consolidated basis.
- ✚ Conduct Internal audit for the branches & share audit report to the management.
- ✚ Facilitate external audit.
- ✚ Review & approve monthly WHT & VAT filling with GAZT.

Perma Pipe Saudi Arabia LLC: Currently working as an Accountant since May 2012 – Saudi Arabia

Job Responsibilities:

- ✚ Prepares asset, liability, and capital account entries by compiling and analyzing account information.
- ✚ Prepares payments by verifying documentation, and requesting disbursements.
- ✚ Maintains financial security by following internal controls.
- ✚ Secures financial information by completing data base backups.
- ✚ Reconciles financial discrepancies by collecting and analyzing account information.
- ✚ Prepare monthly and annually accounts reconciliations.
- ✚ Communicate with customer on daily basis for collection through email and telephone calls and also arrange meetings to resolve any dispute.
- ✚ Post customer payments by recording cash, cheques and payment received through LCs.
- ✚ Summarizes receivables by maintaining invoice accounts; coordinating monthly transfer to accounts receivable account; verifying totals; preparing report
- ✚ Resolves collections by examining customer payment plans, payment history, credit line; coordinating contact with collections department.
- ✚ Participate in annual Budgeting process and prepare budgeting variance on monthly basis and evaluate the reasons for variances.
- ✚ Maintain Fixed Assets Register on monthly basis.
- ✚ Record depreciation on monthly Basis. Also record Fixed Assets disposal entries.
- ✚ Responsible for banking related work such as opening LC, bank guarantees, account opening etc.
- ✚ Record intercompany transactions and prepare monthly and annually reconciliation.

- ✚ Record all inventory transaction and prepare monthly reconciliation and communicate any discrepancy.
- ✚ Handling/Filling monthly WHT and annual tax declaration with DZIT.

Sindh Agricultural and Forestry Workers Coordination Organization (SAFWCO): Worked as Assistant Project Officer till April 2012 - Pakistan

Job Responsibilities:

- ✚ Participate in the preparation of project Budget with International Donors
- ✚ Design Internal controls as per Donor requirements.
- ✚ Prepare monthly financial reports for Donors review.
- ✚ Prepare monthly budget variance and provide explanation for any variance.
- ✚ Handling annual external audit and audit done by Donors.
- ✚ Prepare monthly, quarterly and annually account reconciliation.
- ✚ Supervise monthly closing of accounts and prepare financials for monthly meetings with Donors.

PROFESSIONAL COMPETENCIES

International Financial Reporting Standards	Profound understanding of IFRS and have conducted multiple training sessions on different IFRS
Leadership and Project Management	Leading the Finance department for two brands Handling accounting team from last three years, effectively and efficiently
Internal Control	Capable of reviewing internal control system, identifying weakness and proposing improvements therein.
Communication & People Management	Can communicate effectively within or outside the group and maintain and develop a strong interpersonal relation with entities.

ACHIEVEMENTS & AWARDS

Achievement

- ✚ Prepared business models for budgets
- ✚ Prepared feasibility studies to decide for new projects, in particular opening of a new facility
- ✚ Implemented internal controls for various processes in Perma Pipe Saudi Arabia LLC

Awards

- ✚ Got sixth position in intermediate exam in College
- ✚ Win Bronze medal in international painting competition held in China

WORKING EXPERIENCE IN INFORMATION TECHNOLOGY ENVIRONMENTS

- ✚ Well versed in Microsoft Office Suite (MS Excel, MS Word, MS Powerpoint,)
- ✚ Familiar with Microsoft Windows environments
- ✚ Conversant with operating e-mail and Internet facilities
- ✚ Completed 1 months in house training on Blackline software for account reconciliation.
- ✚ Attended one-week training on advance use of Microsoft Excel
- ✚ Attended 3 Days training on Hyperion software for planning and budgeting.

EXTRA CURRICULAR ACTIVITIES

- ✚ Reading books, painting, attending workshops and seminars for professional growth, playing cricket
- ✚ Member of Cricket Club at Sunway University College Malaysia
- ✚ Resource manager of Pakistan students Association at Sunway University College Malaysia.
- ✚ Public relation officer of Pakistan students Association at Sunway University College Malaysia
- ✚ Member of Association of International at Students Sunway University College Malaysia
- ✚ Participant of Recruitment week at Sunway University College Malaysia.

PERSONAL

Date of birth January 23, 1988
Nationality Pakistani
Father Name Noor Muhammad
Religion Islam
Marital Status Married

CONTACT DETAILS

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LINGUISTIC SKILLS

- ✚ Good written and spoken English
- ✚ Urdu
- ✚ Sindhi
- ✚ Arabic - Basic

AVAILABILITY – One Month Notice Period required

STATUS – Transferrable Iqama