**SHOAIB JAVAID**

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[shoaibjavaid@outlook.com](mailto:shoaibjavaid@outlook.com)

ACCA Member, Talented Finance Professional with exceptional background. Enthusiastic, analytic-thinker with demonstrated talent of providing financial analysis and accounting support, along with deep knowledge of developing financial performance and metrics. An attentive team player who has established ability to analyze results, monitor variances, identify trends, and recommend necessary actions. Highly organized with experience of Pakistan, Oman and UAE and efficient in fast-paced multitasking environments; able to prioritize effectively to accomplish objectives with creativity, enthusiasm humor and also being flexible to adapt changing primacies.

**WORK EXPERIENCE**

**General Accountant Mar’18-Present**

**Tasheel Al Thaki Center, Dubai**

Tasheel Al Thaki Center is a government service provider center with a wide range of services which includes mainly Labor Services, Immigration Services, Emirates ID Services, Insurance, and Dubai Economic Department Services.

Job Description/ Responsibilities:

* Prepare monthly financial statements, reports and records by collecting, analyzing and summarizing account information.
* Quarterly Half Yearly and Yearly books closing
* Supervising accountant and Admin team in collaboration with Operations manager and Production Manager
* Making payments to local and International Suppliers
* Supervise VAT implementation process in the company according to FTA’s requirement
* Advise business development strategies
* Reconciling Bank Statements, Accounts Receivable and Accounts Payable
* Supervising closing of Financial Statements of previous year 2017 and 2018
* Financial and profitability analysis as per request of the management
* Maintain Bank accounts by requesting disbursements

**Accountant Oct’17-Mar’18**

**SIG Middle East LLC, Dubai**

SIG Middle East is an arm of SIG UK, a public listed company, the Leading distributor of specialist building products to the construction industry with significant market share of GCC states.

Job Description/ Responsibilities:

* Analyzing financial information and summarizing financial status
* Verifying, allocating, posting and reconciling accounts payable and receivable
* Producing error-free accounting reports and present results
* Review and recommend modifications to accounting systems and procedures
* Supervise accounting assistants and guide accounting treatments
* Participate in financial standards setting and in forecast process
* Support month-end and year-end close process
* Reconciling Accounts Receivable and Accounts Payable in coordination with customer ledgers
* Comply with International Accounting Standards (IAS) and International Financial Reporting Standards (IFRS) for financial statements
* Advise on procedure and financial management

**Officer Grade III Mar’16 – Oct’17**

**Zarai Taraqiati Bank Limited, Islamabad**

ZTBL is a premier financial institution geared towards the development of agriculture sector through provision of financial services and technical knowhow. It is committed to help reform agriculture sector by strengthening farmers by educating and introducing new methods and technologies so to be at par with modern world agriculture.

Job Description/ Responsibilities:

* Process payment files in Payment module in ORACLE ERP
* Payments to contractors, suppliers & others as per standard operating procedure and complete the vouching cycle in CBAS (In-house Oracle based software)
* Deduction and submission of all the presumptive taxes in Government treasury in compliance of Income Tax Ordinance 2001
* Reconciliation of Inter-Branch General Ledger Heads maintained at the Head Office in accordance with State Bank’s Prudential Regulation O-3 and provides the complete detail of all the inter-branch transactions passed during the period with their subsequent settlement on the prescribed format provided by the external auditors
* Reconciliation of inter-company Accounts with KSSL (Subsidiary of ZTBL) for the settlement of all receivables and payables.
* Provisioning and subsequent reversal of all the accruals on periodical basis.
* Extract Reports from cFOCs software and make it in presentable format for higher management
* Liaison with branches to clear outstanding entries
* Prepare reconciliation report for Head Office and Field offices
* Reconciliation of inter-company Accounts with KSSL (Subsidiary of ZTBL) for the settlement of all receivables and payables.
* Provisioning and subsequent reversal of all the accruals on periodical basis.
* Extract Reports from CBAS (In House built software for Head Office and Field Offices) and make it in presentable format for higher management and onwards submission to SBP to comply with its prudential regulation.
* Extract Reports from cFOCs software and make it in presentable format for higher management
* Liaison with branches to clear outstanding entries

**Assistant Manager Accounts Mar’15 - Aug’15**

**Shaheen Processing Mills Pvt. Limited**

A leading Local Processing Unit with versatile clientele. Shares a large percentage of market by providing professional competencies in clothes printing on demand and also contributing with economical premier line clothing

Job Description/ Responsibilities:

* Prepare Monthly Income Statement, Balance Sheet and Cash Flow for management
* Maintain and record financial transactions
* Invoicing to customer on weekly basis
* Maintain inventory records and stock count every month end
* Assist with audits and taxes
* Maintain account balances and bank statements
* Advise on procedure and financial management

**Junior Executive Accounts Feb’12 - Sep’14**

**RS Corporate Advisory (Pvt.) Limited**

A corporate consultancy firm providing a comprehensive range of corporate and financial advisory and consulting services to its client companies particularly in the area of corporate strategy, merger and acquisitions, business re-structuring, feasibility studies, formation of specialized companies, public offer of equity, representing in the matter of regulatory approvals from Securities and Exchange Commission of Pakistan (SECP) and Competition Commission of Pakistan (CCP) and handling queries and notices of SECP and CCP to the companies, their directors, officers etc.

Job Description/ Responsibilities:

* Prepare asset, liability, and capital accounts entries by compiling and analyzing account information.
* Provide various customized reporting as per the need of Management.
* Co-ordination with experts in various fields like legal, banks and IT professionals.
* Maintain accounting controls by preparing and recommending policies and procedures.
* Reconcile financial discrepancies by collecting and analyzing account information.
* Coordinate with SECP in incorporating a Private Limited Company.
* Document financial transactions by entering account information.
* Prepare Securities portfolio for the management.
* Prepare Petty Cash Statements on daily basis.
* Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.

**PROFESSIONAL MEMBERSHIP**

* Member of Association Chartered Certified Accountants (ACCA)
* Member of United Arab Emirates Chartered Accountants (UAECA)

**PROFESSIONAL QUALIFICATION**

**Associate Chartered Certified Accountant | ACCA Aug’2014**

**Association of Chartered Certified Accountants**

**Advance Diploma in Accounting and Business**  **Feb’2013**

**Association of Chartered Certified Accountants**

**Certified Accountant Technician (CAT)| ACCA 2011**

**Association of Chartered Certified Accountants**

**SKILLS**

* Proficient in Oracle Based ERP Solutions mainly in Financial Modules
* Proficient in Microsoft Excel and Microsoft Word
* Working knowledge of MS Power Point

**HONORS AND AWARDS**

* Ranked 1st in college in Paper F7 (Financial Reporting).
* Ranked 1st in college in Paper P1 (Governance Risk and Ethics)
* Obtained 1st position District-wide in I.Com

**TRAININGS AND WORKSHOPS**

* Training on E-Filing of Income Tax Returns/VAT held at ZTBL staff college
* Attended “*ACCA Talent Gymnasium*” organized by ACCA Pakistan in 2014
* Participated in workshop on *“Professional Ethics Module*” held by ACCA Pakistan
* Participated in Workshop held by ACCA in Indirect Taxes – Current Trends across MESA

**PERSONAL INFORMATION**

**Marital Status:** Single

**Nationality:** Pakistani

**Visa Status:** Employment Visa