

MUHAMMAD IMRAN UMER-ACCA

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EXPERIENCED ACCOUNTING & FINANCE PROFESSIONAL

Experienced and self-determined financial services professional with 5 years of diversified experience with proficiency in accounting, financial reporting, financial management, Business analysis, and planning. Skilled in collaboration with organization stakeholders to achieve overall business objectives. Instrumental in reformation and improvement of business processes thereby enhancing business reporting and implementing analytical solutions.

- Financial Reporting & Systems
- Budgeting and Financial Analysis
- Business & Financial Operations
- Audit and control processes
- Financial Management & Planning
- Accounting & Payroll
- Stakeholder management
- Presentations & Management reporting.
- Written & Verbal Communication Skills
- Interpersonal skills

PROFESSIONAL EXPERIENCE

AL-KHAYARIN GROUP OF COMPANIES, Doha, Qatar

2015 – Present

Group Accountant

Al-Khayarin Group Trading and Contracting is among one of the largest groups operating in Qatar, with versatile portfolio of subsidiaries in Construction, Trading, Manufacturing and Travel & Tourism industry.

Responsibilities:

- Key team leader responsible for the management of numerous financial areas, including all aspects of accounting, financial planning, and cash forecasting, payroll and employees end of service benefits, auditing, working capital management, and client management.
- Processing, managing and overseeing financial transactions in the ERP system.
- Monitoring General ledgers and ensuring accuracy and timely recording of financial transactions.
- Coordinating with banks for the arrangement of financial facilities including Letter of credits Performance bonds, and guarantees, Credit facilities, and vehicle financing.
- Develop recommendations concerning cost reductions and presented findings to executive management, based on continuous analysis of monthly cash flow and profit and loss report.
- Managing all aspects of coordination with external parties, ensuring accurate and timely reconciliations of associated financials.
- Developed and implemented the Salary module for timely preparation and disbursements of monthly staff salaries with adherence to the Wage Protection System as per Labor Law thereby saving time and cost.
- Developed and implemented a Monthly fund Disbursements system to streamline issuance of cheques, and payments to vendors.
- Coordinating with Group subsidiary to resolve financial queries and issues.
- Assistance to Internal Auditors in the implementation of financial controls.
- Preparing and analyzing Monthly, Quarterly and Annual Financial statements for reporting to executive management.
- Preparing Ad-hoc reports as per management needs and assists them in financial planning.
- Key team player in finalization of Annual Budgets for Group of companies.
- Assisting External Auditors and communicating with them to meet their requirements for Statutory Audit of Group of Companies.
- Preparation of Annual Board presentation and resolving executive management queries.

Risk Management Consultant

PricewaterhouseCoopers (PWC) is one of the big four accounting and audit firm operating worldwide. Being a risk management consultant, my job was to assess the potential risks in clients accounting system and implementation of ORACLE Financials, along with management of accounting transactions.

Projects:**Telenor Shared Services – Islamabad**

- Prepared, verified, processed, and maintained payable & receivable Transactions.
- Performed month-end closing and General Ledger reconciliations.
- Prepared and submitted month-end financial reports.
- Invoice and Cash Management in Oracle Payables and Cash modules.

US Apparel & Textiles-Lahore

- Implemented Oracle Financial Module including Payables, Receivables, General Ledger and Cash management.
- Processed the financial transactions in Oracle and performed reconciliations.

Sadaqat Textile Mills Ltd-Faisalabad

- Implemented the Oracle Cash, Fixed Asset, General Ledger and Payable Module
- Performed bank and ledger accounts reconciliation and preparing financial reports for management.

ACADEMIC QUALIFICATIONS:

Member of Association of Chartered Certified Accountants (ACCA)-UK	Specialization
	<ul style="list-style-type: none"> • Advanced Financial Management • Advanced Performance Management • Corporate Reporting • Corporate Ethics and Business Analysis
	Training & Certificates
	<ul style="list-style-type: none"> • Oracle Business Suite Training held at A. F. Ferguson & Co (PwC Pakistan) • Advanced Diploma in Accounting and Business • Intermediate and Introductory certificates in Accounting and Business
Certified Finance Specialist-CFS	From: International Qualification Network-Scotland Year: 2017
Master's in Commerce (M. Com)	From: Higher Education Commission of Pakistan Year: 2017
Higher Secondary School-(HSSC)	From: Military College Jhelum-Pakistan Year: 2009
Secondary School Certificate-(SSC)	From: Military College Jhelum Year: 2007

HONORS & AWARDS:

- Nation Wide High Achiever Certificate from ACCA **2012**
- Awarded by SKANS School of Accountancy because of straight ACCA and CAT **2012**
- Certificate of achievement in Financial Accounting **2011**
- Medal of Achievement from Military College Jhelum **2007**

KEY SKILLS:

- Strong written and verbal communication skills.
- Proficient in using ERP Accounting systems including Oracle, Front Accounting, Peachtree and others.
- Team management and leadership skills.
- Time management skills to multitask and under pressure works.
- Expert level in using MS word, Excel, PowerPoint and Outlook.
- Proficient in English and Urdu language.
- Analytical and problem-solving skills.
- Technical skills including financial management, International financial reporting, Budgeting and Costing, Auditing and Performance measurement skills.