



# **CURRICULUM VITAE**

**BASHIR  
AHMED  
AWAN**

*Vice President Finance & Admin*

## PROFILE

Qualified with First Class Career throughout, honest and hardworking with over 30 years of extensive experience in accounting profession. Strong background in handling group financial statements, budgets and cash flows, in depth knowledge in insurance, manufacturing and trading business (accounting and operation wise). A target oriented, strong leader and team player who has displayed an outstanding performance in finance decision-making and cash liquidity management in time of need.

## CONTACT

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## EDUCATION

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### **Bahauddin Zakariya University**

1988  
MBA with Specialization in Finance

### **Bahauddin Zakariya University**

1986  
B.Com with Specialization in Advanced Accounts & Auditing

## WORK EXPERIENCE

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### **Galaxy Insurance Brokers L.L.C - Vice President Finance, HR and Administration**

2012 – Date  
Look after and manage the financial and administrative affairs of the company reporting directly to the Chairman and Managing Director apart from core function.  
Played a vital role in securing business and servicing the clients on insurance related issues.

### **United Kaipara Dairies Co. (P.S.C.) - Manager of Finance**

1992– 2012  
Responsible for the preparation of Monthly and Annual Accounts, Budget including forecasting and Budgetary Control reporting. I have handled payroll of almost 1200+ employees. Managed all computerized ledgers i.e., Nominal, Sales, and Purchase, Management of Cash Flow and Flow of funds; Sales Incentives and Commissions were a major focus. Apart from smooth running of the Accounts Department (comprising around 30 staff members), I was also responsible for training & the development of office personnel. Have played an active role in improvements in office practices and Accounting System in the light of changing legal I.T. scenario. In addition to my primary responsibilities, I have also overseen general and fleet insurance, their corresponding claims while independently working on the group medical insurance of the company. I have implemented an ERP (ORION) at the Go-Live Stage as a Team Leader & a Core User.

### **AL NAIROOZ TRADING & CONTRACTING C. (L.L.C.) MUSCAT, SULTANATE OF OMAN - Chief Accountant**

1990–1992  
In charge of preparing profitability analysis of each project, directly dealing with the purchasing department for the costing and budget preparation and directly reporting to the General Manager who would approve every project being proposed for bidding. Kept track of fixed assets of every ongoing project. Management, finalizing and analysis of financial statements, preparation of budgets, dealing with banks for facilities, insurance company and auditors. Management of employees' day to day problems, payroll and general administration.

## SKILLS

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- ✓ Computer literate
- ✓ Knowledgeable in Advance Excel and Word
- ✓ English & Urdu Fluent with working knowledge of Arabic reading, writing & speaking
- ✓ Knowledge in handling logistics import & export (LC'S /TR'S)
- ✓ Efficient & fast learner
- ✓ Capable of preparing accounts from recording to finalization
- ✓ Possess own transport and valid UAE driver's license since 1994
- ✓ Capable of effectively operating ERP

## POST GRADUATE QUALIFICATIONS

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Being an accountant professionally qualified and having vast experience over 30 years in the same field at expert professional level, I have achieved the expertise in the following fields of accounting as per "IFRSs":

- General Ledger and Final Accounts including Financial Statements
- Management of Accounts Receivable and Payable
- Management of Funds (Cash & Bank)
- Management of Payroll (As per to the Rules & Regulations of Ministry of Labor U.A.E.)
- Internal Audit and Co-ordination with External Auditors

Moreover, I have experience in dealing with insurance companies in handling of general insurance, fleet & medical insurance policies.

## PROFESSIONAL TRAINING AND CONFERENCES

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Attended course on Liabilities conducted in cooperation with Human Resources Development Committee in Banking & Financial Sector – April 2016

Acquired training in Cash Flow Management by Lynchpin Training – October 2015

Attended course on Reinsurance which was conducted in cooperation with Human Resources Development Committee in Banking & Financial Sector – May 2014

Attended IFRS for SMES 2-day Training Session organized by Economic Development Abu Dhabi – December 2013

APA – Associate of Public Accountants (Affiliated as Student of Final Term) – PIPFA (Pakistan Institute of Public Finance Accountants) Constituted by ICMAP, ICAP & AGP - 2009