

WAQAR AHMED

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Employment Visa

Valid UAE Driving License

Availability: 30 Days Notice



PROFESSIONAL SUMMARY:

Qualified Chartered Accountant having diversified experience of +6 years. Proven track record in the field of accounting and auditing. Expert in preparation of Financial Statements in accordance with financial reporting framework and internal controls evaluations. Hands on experience of different accounting software and ERP.

ACHIEVEMENTS:

- Managing and primary point of contact for Overseas group companies located in Pakistan, UK, Jordan.
- Being primary point of contact for the External Auditors and successful completion of yearly Audits as per the management guidelines and plan.
- Primary point of contact for Adnoc In Country Value Certification and taken necessary actions to improve overall score in order to increase clientage of the Group, the task is achieved and resulted as dramatic increase in scores.
- Primary Point of contact for Duns and Bradstreet (Criff Gulf L.L.C.) for the issuance of report and source of data and successful completion of task with a good rating.
- Streamlined the rental payment process of by implementation of property management module with the help of IT and Accounts Department and integrating it with the existing system.
- Introduction of Gate inward/outward pass thus reducing the risk of stock misplacement as the movement of stock became traceable and a major control on movement has been implemented.
- Identified a fraud of fake expenses at branch level and proved it with evidences at head offices which resulted in recovery of fraudulent amount and disciplinary action against Branch Manager.

WORK EXPERIENCE (+6 years):

Apr 2018 – Contd.

Chief Accountant

Smart Vision for Information Systems-UAE

Smart Vision is a multinational, well known company in UAE and providing IT services in different parts of the globe.

Duties and Responsibilities:

- Financial forecasts and analysis of overseas operations.
- Variance analysis of budgeted expenses with actual.
- Project wise cost allocations and charging of expenses to the projects.
- Preparation of management accounts.
- Negotiation with banks over bank facilities.
- Preparation of monthly budgeting and forecasted cashflows.
- Ensuring internal controls are in place at transaction level.
- Overseeing financial transactions with vendors and clients, and resolving any related financial issues and making sure all required documents are complete and accurate.
- Analyzing the general ledger and ensuring all adjustments are posted.
- Coordinating with external auditors to conduct audit procedures smoothly and timely, for the year-end financial audit.
- Primary point of contact for external auditors and preparation of required documentation for audit.
- Managing financials and compliance requirement for overseas offices.
- Preparation of management accounts and financial forecasts for overseas units.

FEB 2017 – APR 2018

Assistant Accounts Manager

Saudi Kom Trading and Contracting Company Dubai Branch-UAE

This company is a branch of Saudi Kom KSA (Shar Group). They have exclusive distribution and retail of Italian Brand Bellamia (Gelateria and Coffee) all over the gulf. All the imports of products are being made from Italy. Currently having one outlet and three kiosks.

Duties and Responsibilities:

- Preparation of annual budget.
- Variance analysis and reporting on variances to HQ.
- Financials analysis including comparisons and reasoning with comparative period.
- Financial review of business plan for further expansions and providing recommendations.
- Managing day to day accounting operations and supervision of accounts department.
- Implementation of internal control system at branch level to ensure smooth running of operations.

- Preparation of forecasted Profit or Loss a/c and Cashflow statement to aid decision making for management.
- Allocation of expenses outlet wise and preparation of individual Profit or loss a/c.
- Co-ordination with inhouse IT department (KSA) for software development and recommended modifications for the smooth running of accounting and business process.

Sep 2015 – Oct 2016

Internal Audit Executive

Ruba Digital Private Limited - Pakistan

Ruba Digital Private Limited is a growing company which operates in Retail sector. It has **1300+ employees** on its payroll and a group company of **Haier-Pakistan**. The company mainly operates in hire purchase business and having **200+ branches**.

Duties and Responsibilities:

- Implementation of Internal Audit plan for the Year.
- Project wise GAP analysis of different Companies.
- Walk through test of different functions of the company.
- Review of monthly closing of sales and commission calculations.
- Managing Risk Base Audit of branches as per the monthly plan.
- Review of detail budget plans and polices of the company.
- Ensure verification of all Procurement (Inventories, Utilities and CAPEX).
- Audit of Stocks aging to avoid obsolete inventories.
- Verification of all the payments made to vendors.
- Verification and testing of newly developed system report Result.
- Fixed Assets Management Audit.
- Daily cash Counts.
- Review of monthly sales and recovery commission of retail outlets.
- Audit of Final Trial Balance, Adjusting Entries, Final Accounts of Various Units of Group.
- Fraud Investigation Audit.
- Ensure payroll verification of 1300 employees on monthly basis.
- Due Diligence assignment.

Nov 2013 – Aug 2015

Audit Senior

Kamran & Co. Chartered Accountants (A member firm of Inpact Asia Pacific) – Pakistan

Kamran and Co are a member firm of Inpact Asia Pacific. They're committed to delivering quality in assurance, tax and advisory services.

Duties and Responsibilities:

- Collating, checking and analyzing spreadsheet data.
- Examining company accounts and financial control systems.
- Gauging levels of financial risk within organizations.
- Checking that financial reports and records are accurate and reliable.
- Ensuring that assets are safeguarded.
- GAP Analysis assignment on project basis.
- Filing of Income Tax Returns.
- Filing of Sales Tax Returns.
- Preparing reports, commentaries and financial statements.
- Liaising with managerial staff and presenting findings and recommendations.
- Ensuring compliance of procedures, policies, legislation and regulations.
- Undertaking reviews of payroll.
- Annual stock takes of different clients.
- Statutory Audit and compliance with local laws and regulations.

Jun 2012 – Jun 2013

Audit Trainee

A.S. Sheikh and Co Chartered Accountants – Pakistan

A. S. Sheikh and Co offers quality assurance, tax and advisory services.

Duties and Responsibilities:

- Preparation of Financial Statements in compliance with IFRS.
- Internal controls evaluation, identification of control weakness and reporting with recommendations.
- Maintain and update books of accounts in different accounting software (Quick book, Tally, Peachtree)
- Annual Stock Taking.
- Ratio analysis and recommendations.
- Ensuring compliance with local laws and IAS.
- Working Capital Management assignment.
- AP/AR Reconciliations.
- Preparation of Cash and Bank Books.
- Bank Reconciliation Statements.

SKILLS:

- IASs and IFRSs.
- VAT Training Workshop-UAE
- Report writing skills
- Presentation and communication skills
- MS Office (Excel, Word, Power Point)
- Accounting Software (MS Dynamics, E-Square (ERP), Peachtree, Tally, Quick book, Methali)

EDUCATION:

2017 – Cont.	ACMA (Institute of Cost and Management Accountants of Pakistan)
2017 – 2017	UAECA (Accountant and Auditors Association)
2013 – 2016	M.Com (Equivalence Certificate from HEC)
2011 – 2013	ACCA UK (Association of Chartered Certified Accountants) Member
2011 – 2016	BSc (Hon) (Oxford Brookes University, UK)
2015 – 2016	BA (Business Administration) (Virtual University of Pakistan)
2009 – 2011	CAT UK (Certified Accounting Technician)

REFERENCE:

- 1. Mr Badar Al Junaibi-Head Economic Department (Abu Dhabi) # 050 901 3137**
- 2. Ramani Iyer-Finance Manager-Smart Vision for Information Systems # 050 818 3840**