

FAROOQ GUJJAR

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PROFESSIONAL PROFILE

I am ACCA professional with 12+ years industry experience in GCC & 2.5 years audit experience in Pakistan. Analytically skilled in financial planning, management accounting, Internal external controls, Internal external auditing, taxation, cost & system auditing, legal matters, working capital management, cash flow management, cost management, general accounting, reviews, financial reporting, MIS, risk management, budgeting, KPIs, Evaluations, Staff management, Inventory Management, Bank Facilities management and fraud detection etc., Advanced proficiency with a wide variety of software applications, ERP systems, custom accounting software's and Data Security.

PROFESSIONAL EXPERIENCE

NORTHCORP GROUP, DUBAI UAE

Industry: Fit-Out Contractors/ MEP Contractors & Joinery Division.

Job Title: Finance Manager – Accounts & Finance Department

Reporting to General Manager & Managing Director

Duration: From Year 2016 to date

Key Responsibilities

- Responsible for supervision of daily financial operation, reporting, budgetary functions and wide verity of commercial operations.
- Responsible for working capital planning, over all Internal control's implementation, MIS evaluation, Data security.
- Responsible for Preparing budgetary cash flows, updating Cash control sheets & Maintaining of Bank Instruments like discounting certificates and overdrafts.
- Summarizes financial status by collecting information, preparing balance sheet, profit and loss, and other statements.
- Responsible for variance analysis for actual performance with that of budget, evaluation of cost to find cost reduction opportunities.
- Responsible for evaluation of costing, pricing, and finding ways to stay competitive.
- Responsible for Preparation and arrangement of tender, performance, retention and advance guarantee bonds and Maintenance and arrangement of Facilities & mortgage agreements with banks.
- Overall responsible for risk management through customer contracts, Insurances & compliances.
- Responsible for KPIs (Key Performance Indicators) formation of staff, evaluations, and assessment through Interviews.
- Reviewing accounting documents to ensure accuracy of information and calculations and make or direct on correcting entries.
- Assessing and recording (accruing) work in progress on running construction projects by reviewing progress reports on monthly basis to always report actual position.
- Responsible to update financial policies, processes and procedures and ensure their implementation to ensure all relevant procedural/legislative requirements and standards are met.
- Assisting management on development of the strategic direction of the organization.
- Updates job knowledge by participating in educational opportunities; reading of professional publications; participation in professional networks.
- Keen to improve operational system by the new technological updates, and application of new knowledge to the workplace.

NORTHCORP GROUP, DUBAI UAE

Industry: Fit-Out Contractors & MEP Contractors & Joinery Division.

Job Title: Senior Accountant – Accounts & Finance Department

Reporting to Finance Controller

Duration: From Year 2008 to 2015

Key Responsibilities

- Maintains and balances subsidiary accounts by verifying, allocating, posting, reconciling transactions, resolving discrepancies.
- Produces payroll by initiating computer processing; through wages protection system (WPS) and making salary transfers.
- Completes external audit by analyzing and scheduling general ledger accounts; providing information for auditors.
- Weekly sharing profitability reports with management and project managers and intimating them for timely decision.
- Preparing month end financial position for disclosure to higher management.
- Preparing information for consolidation purpose and assisting in conduction of corporate and bank audits.
- Analyzing, reviewing commissions and expenses to ensure they are recorded appropriately on monthly basis.
- Assist with analyzing financial statements on monthly basis and report on variances.
- Assist with preparing tax returns and corporate reporting requirements for the group.
- Supervision and Assisting Subsidiary Companies accounting and financial matters.

AZHAR ZAFAR & CO. (CHARTERED ACCOUNTANTS)

Industry: Auditing & Consultancy

Job Title: Audit Trainee – Audit Department

Reporting to Audit Manager

Duration: From Year 2006 to 2008

Key Assignments:

- Planning, conducting and supervising of all types of audits, review and other assignments.
- Review of audit and review reports being issued to clients in accordance with the latest patterns as provided by the Institute of Chartered Accountants of Pakistan (ICAP) and where no such guidance is available than in accordance with International Financial Reporting Standards (IFRS).
- Leading teams through the planning, execution and completion stages of audit
- Engagement planning based on understanding of the entity and assessment of business and related audit risks
- Coordination with the partner to define the extent of planned audit procedures and to update on progress of the engagement
- Liaison with client's management and communication of relevant matters to persons at appropriate level of responsibility
- Arranging regular taking stock meetings of the engagement team to obtain regular feedback on the progress of the engagement
- Assisting clients in preparation of financial statements in accordance with the applicable financial reporting framework including compliance with International Financial Reporting Standards, local corporate laws and directives of regulatory authorities
- Providing basic advisory services to clients in respect of accounting treatment of complex transactions and compliance with secretarial practices
- On job training and professional development of the staff
- Keeping audit and review procedure in line with International Standards on Auditing (ISA).

Focus Industries:

- ❖ RUBBER INDUSTRY, SUGAR INDUSTRY, LEATHER INDUSTRY, DYING INDUSTRY, PHARMACEUTICAL INDUSTRY, HOUSING SOCIETY, FOOD INDUSTRY, TRAVELLING AGENCIES, SYSTEM AUDIT, PROJECT AUDIT
- ❖ BUSINESS ADVISORY
 - I had also worked in “Business Advisory Department” and completed various assignments including financial projection, feasibility studies and system studies of various clients. I was also assigned various special tasks regarding due diligence reporting, accounting services and credential verification assignments, which were completed by me within their stipulated time and with appropriate level of diligence. My key responsibilities in the advisory department also include:
 - Preparation of financial system manuals
 - Preparation of financial and internal controls system manuals
 - Review of accounting and internal control systems of various organization
 - Project appraisal reporting as well as financial analysis of projects to ascertain their growth and viability in industry
 - Preparation of standard budgets and there reconciliation with actual results
 - Providing accounting services to different clients
- ❖ CORPORATE CONSULTANCY
 - I had also worked in “Corporate Affairs Department” in Azhar Zafar & Co. I also have vast experience in the field of corporate consultancy. I was involved in the corporate affairs like:
 - Company Incorporation
 - Filing of annual return
 - Conversion of company from private to public and vice versa
 - Increase in share capital
- ❖ OTHERS

- Prepared and maintained accounting records of Azhar Zafar & Co (Chartered Accountants) on Peachtree Accounting Software.
- Prepared and maintained accounting records of Ghee Corporation of Pakistan Employees Co-operative housing Society on Peachtree Accounting Software.

EDUCATION

ASSOCIATION OF CHARTERED CERTIFIED ACCOUNTANTS (ACCA) – UK

Member since 2016

ASSOCIATE CERTIFIED PUBLIC ACCOUNTANT (CPA) – PAK

Member since 2019

ACCOUNTANT & AUDITORS ASSOCIATION OF UAE (UAECA) – UAE

Member since 2016

MASTER IN COMMERCE (M.COM) - PAK

Awarded in 2018

BSC HONS IN APPLIED ACCOUNTING (BSC HONS) - OXFORD BROOKS UNIVERSITY - UK

Qualified in 2015

BTECH HIGHER NATIONAL DIPLOMA ACCOUNTING - UK

Diploma awarded in 2011

CERTIFIED ACCOUNTING TECHNICIAN (CAT) - UK

Certificate awarded in 2005

HIGHER SECONDARY SCHOOL (FSC-PRE MEDICAL) - PAK

Qualified in 2004

SECONDARY SCHOOL (MATRIC) - PAK

Qualified in 2001

ACHIEVEMENTS

- Individually design and implemented internal control procedures on all accounting areas and accessed the quality of performance over time. Introduce KPI & Balanced score cards for staff evaluations and performance enhancement.
- Introduction of segment reporting and setting performance objectives for individual manager's to enhance their department performances.
- Actively participated in ERP (Socrate, ERPNEXT) implementation team as a Power user and independently handled Migration from legacy system to new systems.

SKILLS & COMPETENCIES

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|---|-----------------------------------|
| ▪ Financial reporting | ▪ System Audit |
| ▪ Cash Flows Management | ▪ Budgeting and variance Analysis |
| ▪ Consolidation and Merger Accounting | ▪ Business Advisory |
| ▪ Fraud detection and due diligence reporting | ▪ Corporate Consultancy |
| ▪ Internal Audit | ▪ Corporate project appraisals |
| ▪ External Audit | ▪ Taxation audit |

PERSONAL DETAILS

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| ▪ Date of Birth: | 1 st February 1986 |
| ▪ Nationality: | Pakistani |
| ▪ Marital Status: | Married |
| ▪ Visa Status: | Work permit (Transferable) |
| ▪ Languages: | English, Urdu, Hindi, Punjabi, Sariki, Arabic (Reading Only) |
| ▪ Driving License: | UAE Valid License |

REFERENCES

- Can be furnished upon request.