

OVERVIEW

I have thirteen years of combined experience in accounting, audit, commercial finance and business operations with commercial and non-profit companies. In my current role, I manage the financial operations, compliance and grants, reporting and auditing processes for media and communications projects, while contributing significantly to senior management's strategic business plans and company expansion.

SECTOR EXPERIENCE

CORE FINANCE - Accounting & Finance, IFRS Reporting and Compliance (Revenues, receivables), Management Reporting (Budget/RFC Vs Actual, reasoning for variances, commentary), Month End/Year end closing, Audit & Assurance, Project Costing, Cash Flows Management, Tax Compliance & Reporting, Drafting Finance Policies & Procedures, Group Consolidation &, Reporting, Cost Controls

BUSINESS OPERATIONS - Business Planning & Analysis, Business Automation, Resource Management, Operations Management, Internal Controls, Project Profitability Analysis, Related Parties Business Management, Media Buy Business Management, ERP Customization and CRM Implementation, Accounting & Finance, IFRS Reporting and Compliance, Management Reporting, Audit & Assurance, Project Costing, Cash Flow Management, Tax Compliance & Reporting, Finance Policies & Procedures, Group Consolidation & Reporting, Cost Controls

COMMERCIAL FINANCE - Financial Analysis & Reporting, Budget Planning & Reforecasting, Variance Analysis, Scenario Analysis

GRANTS MANAGEMENT & COMPLIANCE - USG Grants Compliance (2 CFR 200 Compliance), SIGAR/OIG, Audit Execution Grant Reporting & Close-out, Project Budgeting, Timesheets & Staff Costs Management, Internal Audits, Single Audits, Accounting & Finance, IFRS Reporting and Compliance (Revenues, receivables), Management Reporting, Audit & Assurance, Project Costing, Cash Flow Management, Tax Compliance & Reporting, Finance Policies & Procedures, Group Consolidation & Reporting, Cost Controls

WORK EXPERIENCE

SENIOR FINANCE MANAGER / LAPIS COMMUNICATIONS (A Moby Media Group Company)- (December 2015 – Present)

Managing all finance operations and meeting the deadlines for financial reporting to donor agencies and internal reporting. Lapis is the strategic communication division & media buying subsidiary of Moby Group, a leading media & entertainment company working in Central Asia, the Middle East, Levant and East Africa.

Key responsibilities – Controlling all finance operations; Management Reporting (Weekly/Monthly); Financial Analysis: Finance and budget planning; Variance analysis; Project budgeting & profitability analysis; Operations management (HR/Admin, Key Business Decisions); Project Management guidance to program team; Cash flow management; Timesheets system development with core IT Team, management and analysis; Risk analysis; Financial reporting for donor agencies (US Embassy, Democracy International, Sesame Street and several others); Supervising local teams (Afghanistan, Jordan and Ethiopia) from Dubai HQ; Financial compliance and adherence to applicable laws and regulations; financial accounting and record keeping; Coordinating with external auditors; IFRS application and compliance; VAT reporting and compliance.

Key achievements/highlights - Profitability measures for business including cost controls, strategy for business growth, alternate solutions, EBITDA control mechanisms, efficient management of resources attributing to profitability, measures for increasing operating margins on projects, helping Regional Directors achieve the targets, customization & development of new timesheet system and integration with ERP, automation of system generated reports; development of Finance Manual.

MANAGER AUDIT & ASSURANCE / CROWE HORWATH INTERNATIONAL – (November 2012 – October 2015)

Having expertise in audits, I was appointed to lead the team in Afghanistan to execute and finalize the major USAID/OIG, SIGAR audits & the audits of financial institutions. Crowe Horwath International is an approved USAID/SIGAR vendor for conducting audits.

Key responsibilities – Audit execution from planning phase to reporting phase as per applicable IAS (International Accounting Standards) and IFRS (International Financial Reporting Standards); managing and reviewing engagements from planning phase to completion, including supervising engagement team; improving audit methodologies & providing in-house trainings to audit teams to bring efficiencies; formulating professional development and educational plans for junior staff members; developing testing methodologies to evaluate the adequacy of controls; documenting the results of the evaluations and providing recommendations to senior management.

ASSISTANT MANAGER FINANCE / HAZARA DEVELOPMENT & ADVOCACY FOUNDATION (May 2011 – October 2012)

Recruited to design Standard Operating Procedures and supervise the finance and administration departments of this Non-Profit Organization. HADAF is a registered Non-Profit Organization in Pakistan that works primarily on social mobilization and advocacy.

Key responsibilities – Designing and implementing SOPs; supervising finance and admin teams; authorizing payrolls and other payments; providing the CEO and the board with insights on project financials and cash flows; ensuring compliance as per donor specific/project requirements; supervising procurement process; managing tax & corporate matters of the organization; project accounting; finalizing and approving budgets (projects/internal), preparing and submitting financial reports to awarding agencies; management reporting; facilitating & finalizing audits and coordinating with associated financial institutions.

AUDITOR / NEXIA INTERNATIONAL (RIAZ AHMAD & COMPANY) – (October 2007 – March 2011)

Started my career as an Associate Auditor and then promoted to Senior Auditor. Nexia International's affiliated firm is one of the leading audit firms in Pakistan.

Key responsibilities – Independently handling audits of different companies, non-profit organizations; planning the audit assignments and resource identification; reviewing the work of audit teams and finalizing them to the partner level to issue the audit reports; inspecting account books and accounting systems for efficiency; examining and evaluating financial and information systems, recommending controls to ensure system reliability; examining companies' accounts and financial control systems; verifying revenues, costs, assets, liabilities and all other components of financials; client relationship management; ensuring the preparation of financials as per relevant applicable IAS and IFRS; preparing files and managing quality control reviews by governing body (Institute of Chartered Accountants of Pakistan).

PROFESSIONAL AND ACADEMIC QUALIFICATIONS

CMA (U.S.) - Member (Certified Management Accountant from Institute of Management Accountants – USA)

Chartered Accountancy (CA) – Intermediate (Institute of Chartered Accountants of Pakistan-ICAP)

ACCA UK– Part 2

Bachelors in Economics