

Contact

Dubai
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Top Skills

Accounting
Audit
ERP

Languages

Urdu (Native or Bilingual)
English (Professional Working)

Certifications

Completion of Training period
Empowered Startups - Global
Startup Accelerator Entrepreneur
Member of Institute of Public
Accountants (MIPA)
Associate Financial Accountant
(AFA)

Publications

Self and Society

Muhammad Saad Anwer Siddiqui

Accounting and Finance Manager Annual Reports Periodic Reports
External Audit Financial Administration Accounts Receivable
Accounts Payable MIS Reporting Excel ERP

Dubai

Summary

Master in Administrative Sciences, B.Com., and Diploma in Public Accounting, with 18+ Years multi-faceted experience in Accounts, Finance, and Audit domains, including 8 Years International Exposure (Dubai, UAE)...Track Record of Success in...

Procure to Pay (Accounts Payable) | Order to Cash (Accounts Receivable) | Audit | IAS/IFRS | Taxation
| MS Excel – Lookups & Pivot Tables for KPI & Macros

Experience

Duproof LLC
Accounting Manager
October 2013 - Present (8 years 9 months)
Dubai, United Arab Emirates

Conversion of Legacy information system to ERP solution (FOCUSi).
Restructured Accounting Cycle and integrated MIS, Budgeting, Costing and Multi-level reporting tools. And created structure for VAT (applied in UAE by 2018)
Integration of existing practices and adaption of advanced digital approach to establish faster processing and reporting.
Facilitated and Engaged End-User to adapt new changes and ensured their participation in system enhancement.
Read existing system from all departments (AS IS) and shaped it to best suitable practices for business needs (TO BE). Made sure inter-departmental interaction remains productive and progressive.
Controlling the daily Financial and Tax Activities to monitor and sustain overall Financial Controls & Systems on the Business.
Reporting to the Managing Director.
Preparing and presenting the Monthly/Quarterly/Annual Financial Statements.

Managing the preparation of Management Reports and Financial Analysis.
Review Quarterly VAT Return to FTA (UAE).
Identifying and recommending Potential Operational Efficiency & Improvements on Working Practices & Procedures.
Monitoring Accounts Payables and Receivables cycles to ensure their updated status.
Hiring, mentoring and restructuring in the Accounts Department.

Peoples Steel Mills Ltd.
Senior Finance Executive
November 2009 - October 2013 (4 years)
Karachi, Pakistan

Lead as Functional and technical team leader in conversion of In-house Legacy system to Oracle EBS R12; from AS-IS to TO-BE phases for P2P (Procure to Pay), O2C (Order to Cash), HRMS, Fixed Assets, Inventory Management, Cash Management, GL, LCM, BI Tools and Financial Reporting. Reported to the General Manager and supervised a Team of 25 Staff. Recorded, reviewed, reconciled, and realized Suppliers' Bills and Claims via overall Compliance Check, and Computation of Cost & Tax calculations, to ensure Payment of Business Debts on time.
Passed Rectification and Adjustment Entries each day and Report to General Manager Finance on same.
Maintained General Ledger Accounts via Reconciliation of Accounts Receivable details and Control Accounts, Adjusting Entries for Prepaid Amortizations, and Analysis & Reconciliation.

Rahim Jan & Co., Chartered Accountants
Audit Supervisor
March 2003 - November 2009 (6 years 9 months)
Karachi, Pakistan

Articleship, as registered student with Institute of Chartered Accountant of Pakistan and Certificate is issued by Institute for successful completion of 5 years period. All forms of Organizations has been visited and experienced for Audit as both Internal and External Auditor.

- Manufacturing, Airline, Textile and Garments, Oil and Lubricants, Financial Institution, Shipping Agencies, Pesticides, Publications, Modaraba, Service Providers, NGO.

Work Done:

- Execution of Internal and External Audit and System Audit
- Compilation and Finalization of Financial Statements.
- Report Writing, Ratio Analysis
- Funds, System and Management Audit
- Prepared Internal Control Manuals,
- Accounting Manuals
- Fraud Risk and Going Concern Assessment,
- MIS reports, CIS controls.
- Special Assignments covering from Lost of Data and Initiation of Books of Accounts.
- Reconciliation of Books of Accounts.
- Supervised multiple Computerized Accounting setup.

Education

Institute of Certified Public Accountants of Pakistan

Diploma in Public Accounting, Public Accounting · (2012 - 2012)

University of Karachi

MAS, Human Resource Management · (2007 - 2008)

University of Karachi

PGD, Public Administration · (2006 - 2007)

University of Karachi

B.Com, Commerce · (2001 - 2003)