



MUHAMMAD SAQIB SHAIKH

📍 Budaiya, Bahrain 555
📞 +97336461704
✉️ saaqib.shaikh@gmail.com

SKILLS

- Inventory Audit
- ERP Software Proficiency
- MS Excel (Advanced)
- Financial Accounting
- Internal Auditing
- Compliance
- Fraud Examination

OTHER INFORMATION

- Nationality: Pakistani
- Marital status: Married
- Visa: Approved

DRIVING LICENCE

Status : Valid

SUMMARY

As a dedicated professional focused on maintaining audit and accounting preparedness, I excel in assessing processes, systems, and controls to ensure uniformity and adherence to regulations. My meticulous attention to detail and commitment to high standards drive my enthusiasm for enhancing your team's achievements. I am eager to apply my skills and experience to bolster your organization's operational integrity.

EXPERIENCE

September 2024 - Current

Accountant AlRafeeq Contracting | Bahrain

- Streamlined accounting transactions to ensure accurate financial reporting
- Executed VAT return statements, enhancing compliance and reducing penalties
- Developed management strategies that improved operational efficiency
- Performed financial analysis, driving data-driven decision-making processes

November 2016 - July 2024

Internal Auditor&Inventory Controller Chase Departmental Store | Karachi, Pakistan

- Executed financial audits that identified key business process risks
- Developed and implemented testing methodologies to enhance control effectiveness
- Presented strategic audit findings and recommendations to senior management
- Mentored junior staff with tailored professional development and educational plans

December 2014 - October 2016

Accounts and Finance Executive Farid's - Aghas Pvt Limited | Karachi, Pakistan

- Led Accounts department, optimizing financial operations and team efficiency
- Finalized accounts, prepared Profit&Loss and Balance Sheet with accuracy

- Conducted monthly cost analysis, delivering solutions to mitigate risks
- Collaborated with management on forecasts and key financial performance metrics

April 2009 - November 2014

Accounts and Taxation Officer Fateh Industries Limited | Hyderabad, Pakistan

- Managed tax correspondence, enhancing client satisfaction and compliance
- Streamlined monthly tax reports, ensuring accuracy and timely submissions
- Liaised with auditors to ensure compliance, facilitating smooth year-end reviews
- Prepared detailed financial statements, improving insights for stakeholders

April 2007 - March 2009

Internee Century Paper&Board Mills. | Karachi, Pakistan

- Updated monthly overhead data to enhance financial accuracy
- Collaborated on budgeting strategies to optimize resource allocation
- Managed segment-wise Profit&Loss Accounts for financial insights
- Delivered variance analysis reports to drive informed decision-making

LANGUAGES

English:

Urdu:

EDUCATION

01/2006

Foundation stage of Fundamental Accounting

Institute of Cost and Management Accountant of Pakistan, Karachi, Pakistan

01/2005

Bachelors in Commerce

University of Sindh, Jamshoro, Pakistan

WEBSITES, PORTFOLIOS AND PROFILES

www.linkedin.com/in/muhammad-saqib-shaikh-17bb17342

CERTIFICATIONS

- Financial Forensic&Fraud Examination.
- Information System Auditing, Control&Assurance.
- Diploma In Web Mastering&E-Commerce Solutions.