

- Inform department managers of due dates for the submission of budget information
- Act as an adviser to department managers in formulating their budget submissions
- Review proposed budget submissions from department managers for accuracy and completeness
- Review managers' budget proposals for completeness, accuracy, and compliance with laws and other regulations
- Combine all the program and department budgets together into a consolidated organizational budget and review all funding requests for merit
- Monitor organizational spending to ensure that it is within budget
- Inform program managers of the status and availability of funds
- Estimate future financial needs / Cash call predictor
- Examine capital budget requests and issue recommendations to the approval committee Coordinate capital budgeting approvals
- Compare actual to budgeted results at the end of each reporting period, and report on significant variances
- Update the budget model as requested to account for significant changes in the business environment

- Microsoft Office Training Certifications, Certified VAT Processional
- IBM COGNOS TPL Planning

Saudi Chevron Philips / Petrochemical Conversion Company

Financial & Reporting Analyst (Aug 2013 to Mar 2016) 2 Years & 7 Months

- Responsible for preparing and analyzing annual budgets, forecasts, key performance indicators and other reports as necessary with business unit leaders.
- Provide weekly, monthly and quarterly management reporting at all levels to support business unit decision making and to identify areas requiring further investigation.
- Prepare the monthly reporting package for the business unit management team, showing all pertinent and insightful information.
- Prepare and manage monthly dashboard variance analysis by comparing results to plans and provide detailed commentary.
- As part of the Finance team, focus on front-end analysis, forecasting and support of the business unit.
- Analyze business unit trends by profit/cost center, product line and key customer plus prepare commentary
- Review, analyze and incorporate historical trends into forecast as required, prepare budget vs. current year expense schedules and maintain files to ensure proper roll up of all departments and G/L accounts within business unit
- Responsible for supporting the Operations Controller with other duties as assigned to facilitate sound business decisions
- Prepare and monitor business unit overhead expenses
- Prepare, review and distribute monthly financial reports to stores and cost/profit centers
- Track expenses and revenues vs. budget and reforecast and analyze fluctuations
- Prepare monthly consolidation and executive financial package
- Prepare annual financial information binder to be provided to the external auditors
- Assist in the budget & reforecast process
- Maintain budget and reforecast information in the accounting system
- Evaluate profit and cost efficiencies in various areas of the organization as needed

Nalco Champion / An Ecolab Company

Financial & Business Analyst (May 2012 to Jul 2013) 1 Year & 2 Months

- Assist Finance Manager, Operations and Plant Manager with the monthly close activity, including, but not limited, to financial report preparation, corporate reporting, and manufacturing variances
- Forecast and Budget preparation
- Preparation and maintenance of operations and manufacturing models
- In-depth analysis of operating results against comparative periods
- Prepare ad hoc financial analyses, reports and special projects as assigned
- Prepare outside requests for information: corporate HQ, census bureau, external auditors, etc.
- Product/manufacturing variances
- Inventory level analysis
- Evaluating/analyzing product costing standards
- Other duties or projects as assigned
- Strong analytical, communication and collaboration skills, coupled with sound judgment and professionalism
- Proven experience in business/manufacturing support, financial planning, reporting and analysis.
- Excellent financial modeling and analysis skills and thorough understanding of financial concepts.
- Positive attitude, adaptability, focus, and ability to multi-task effectively in a dynamic environment.
- Demonstrated ability to work independently and deliver results

Al Jammaz Group / Alamar Foods Company

Accounts Payable Analyst (Feb 2010 to Apr 2012) 2 Years & 2 Months

- Ensure the smooth running of the Accounts Payable department
- Performing the month end closing process and reconciliation of the ledgers
- Maintain excellent working relationship with external supplier
- Ensure the Accounts Payable team are replying to all queries in a timely manner and all queries are dealt with correctly and efficiently
- Provide day to day management of the Purchase Ledger team - motivating and leading the team, also lead the way in developing processes and efficiencies
- Regular reporting and analysis to key senior managers in the business
- Managing all activities in the accounts payable function – for both inventory and trade payables – including entering, reviewing, coding of invoices
- Play a key role in developing and modifying payable systems, procedures and policies
- Maintain Accounts Payable records in an organized and efficient manner.
- Match invoices to respective purchase orders
- Assist with vendor issues escalated from accounts payable team in a timely manner
- Ensures timely payments of vendor invoices and expense vouchers
- Performs month end closing procedures including general ledger reconciliations and accruals
- Year-end preparation & Assist with financial audits
- Advancement in vendors' payment by using advance Excel programming and preparation of spreadsheets Assist with financial audits
- Advancement in vendors' payment by using advance excel programing and preparation of spreadsheets

Ultra-Construction Chemicals

Accounts Analyst (Nov 2006 to Sep 2009) 2 Years & 10 Months

- Participate in studies performed by the division or the department and provide valuable input to the end product
- Provide suggestions to improve the accounting policies & procedures, and control systems.
- Perform any necessary account reconciliation to maintain updated records.
- Coordinate with receivable and payable specialists to ensure proper payment and collection.
- Prepare audit and document all payments and invoices accurately and in an efficient manner to ensure they are adequately used for future review and audits
- Manages pay balances (supplier statements, rebates, debt balances, period end closing).
- Prepare the necessary month- end and year- end closing reports related to foreign and local accounts payable.
- Interact with procurement and other departments to ensure a smooth payment process
- Prepare support documents detailing transaction history, problems, comments and any other relevant data for the purpose of accurate book keeping and future review.
- Regularly prepare the payroll of employees and ensure its timely completion.

- Provide financial support to analyze alternatives for contracts and provide inputs to determine best economic options
- Establish cost flows structure, expense collection procedures and business rules to ensure consistent accounting records
- Ensure accurate expense recording and ensure management understand cost trend and take proper actions to have spending under control.
- Perform any job-related activities as requested by the immediate supervisor/manager.

EDUCATION

Institute of Certified Public Accountants of Pakistan (CPA Pakistan)

CPA - Certified Public Accountant (2019 - Present)

Membership Number: SRN-14238

Institute of Certified Public Accountants of Pakistan (CPA Pakistan)

PGDPA - Post Graduate Diploma in Public Accounting (2019 - 2020)

Allama Iqbal University, Islamabad

MBA (Banking & Finance) (2006 - 2018)

Bahauddin Zakariya University, Punjab

B.COM - Bachelor of Commerce (2003 - 2005)

FEATURED PROJECTS

SAP End To End Project Implementation And Nominated as Supplier User

"End-to-end" refers to the full process of SAP implementation from project preparation to go live and support. The stages are: project preparation, blueprinting, realization, final preparation and go live and support.

Microsoft Dynamics AX Implementation And Operations

Part of the Microsoft Dynamics AX Implementation within the organization and operate AX for recording and reporting financial information.

Management Reporter Dynamics AX - Implementation and Management

Financial Reporting (Management Reporter) in Dynamics AX 2012. Management Reporter is used to create statutory and operational reports based upon the general ledger data. MR empowers the managers by providing real-time insights into organizational results; which help to take action and work to meet overall corporate goals

Saudi VAT Implementation Project and VAT Return Submission

Part of the Saudi VAT implementation team and Go Live in ERP, also responsible to submit VAT return of the company on monthly basis

IBM COGNOS for Long Term Planning (LTP)

COGNOS is IBM's business intelligence (BI) and performance management software suite. The software is designed to enable business users without technical knowledge to extract corporate data, analyze it and assemble reports. Operating and maintenance of COGNOS is my responsibility within the organization.

Products Sales, Feedstock and Gross Margin Analysis Model

SOCPA to IFRS Conversion



Meet People



Gym



News



Family



Cooking



Swimming