

# **SAJID ATEEQ**

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## ***Career Profile***

*"I am a devoted and smart working person with immense knowledge of Financial, Cost & Management accounting. By person I am an extrovert and yes able to take initiative. I am a quick learner and a challenge seeker. I have learnt a lot in a short span of my career. I would like to explore new environment and would like to add on multi-cultural experience to my profile. "*

## ***Area of Knowledge***

Financial Reporting	CAPEX	Inventory Management	Costing & Budgeting
Project Controlling	Internal Audit	Planning & Forecasting	Fund Management
IAS & IFRS	ERP-Oracle, Tally, Diamond, Quick Book, Peach-Tree and Focus Software		

## ***Professional Experiences***

Organization:	Aref Sadeq Design Consultant W.L.L (Suha Group - Bahrain)
Designation:	<u>Financial Analyst (Internal Auditor)</u> (From Jul-2019 to To-date)
Reporting to:	Group Financial Controller (Additional reporting to CEO)



### **Responsibilities:**

- Understanding the **Organization Structure, Strategic Goals and Business Environment**.
- Aid team to drive financial elements of rhythm of the business processes, **including long range plan, budgeting, forecasting, monthly business reviews, and financial close**.
- **Develop and maintain management reporting of key performance metrics** and deliver insights that enable the business teams to make better strategic and operational decisions.
- Review financial results and **summarize performance in a manner tailored for executive presentation**.
- **Guides cost analysis process** by establishing and enforcing policies and procedures; providing trends and forecasts; explaining processes and techniques; recommending actions.
- **Initial set up and continued development** of the Internal Audit Function & preparation of **Accounting Policies, Procedures & its Implementation**.
- Developing an appropriate **Internal Audit Plan** & periodically reviewing and assessing whether the **Policies & Procedures are Implemented** properly.
- **Reporting Deviations** along with the possible risk to the management & providing **the Advice to the management with Respect to the Internal Controls** already in place by reviewing, assessing and reporting on the adequacy and effectiveness of such controls.
- **Making Improvements to the Internal Controls & Processes** already in place.
- Paying specific attention to **Recognizing Risks & Tailoring the Internal Audit Procedure** to prioritize such areas.

**Organization:** Efroze Chemical Industries (Pvt.) Limited  
**Designation:** Asst. Manager Finance (From Aug-2017 to Jun-2019)  
**Reporting to:** Manager Finance, Additional Reporting to Director Finance



**Responsibilities:**

- Verification of **MRN (Material Receiving Note)** for all type of Raw/Packing Material Stock including cost sheets for imported material, payroll of factory staff & petty cash expenses.
- Checking of **Sales Incentives** given to marketing personals as Per Company's policy and **Credit Notes** against discount to Distributor.
- Verification and analysis of Gate Pass in/out and **Purchase Order** prepared by Supply Chain Department through ERP System.
- Develop fool proof **Internal Control Procedures** and SOP for each department of factory as per direction of management.
- Collection and Analysis of data through **BMR (Batch Manufacturing Record)** regarding production hour, Labor hour, packing hour and other production related activities for annual costing and budgeting.
- Costing for **M.O.H. (Ministry of Health)** for new product registration and price revision of existing products.
- Preparation of **Cost Sheets** for imported material along with detail of vendors and comparison with last purchase price.
- Planning, studying & collecting data to determine costs of business activity such as **Material, Labor & Overhead** (allocation of direct & indirect expenses to factory overhead).
- Preparation, valuation and comparative analysis of **Monthly Stock Report**.
- Preparation of different **Audit Reports** for Management related to stock, fixed assets and internal audit.

**Organization:** Al Azaan Perfume L.L.C (ETOSHA GROUP OF COMPANIES)  
**Designation:** Senior Accountant (From May 2016 to Jul-2017)  
**Reporting to:** Chief Accountant



**Responsibilities:**

- Implementation of Complete **Tally Accounting ERP-9 System** in the organization.
- Prepares **Financial Statements** and key results to summarize and interpret current and projected company financial position.
- Handle full spectrum of **Financial Reporting** and **General Ledger** as per International Financial Reporting Standard.
- Review, investigate & correct **errors & inconsistencies** in financial entries, documents, and reports.
- Recording, evaluating, summarizing, comparing with the budget & reporting **Monthly Expenses** to the management.

**Organization:** Dawlance Private Limited (DAWLANCE GROUP OF COMPANIES)  
**Designation:** Senior Officer Finance (From Nov 2014 to Mar-2016)  
**Reporting to:** Executive Vice President



**Responsibilities:**

- Create and monitor a system for **Fixed Assets** Budgeting, Acquisitions, Scheduling & dispositions
- Assign Tagging and **Physical Examination** (Audit) of Capital items.
- Working as team member of cross functional team including Receiving, Store, Manufacturing, costing & budgeting dept. to ensure implementation of **Inventory Management Policies** and **SOPs**, control **Working Capital Block & Rejection**.
- Lead quarterly/annual **Stock Count Audit** & ensure internal controls compliance.
- Daily and Monthly Evaluation of **R&M Expenditure** of Group of Companies
- **Evaluation of Monthly Expenses** and Report to Management for developing various controls.
- **Price Variance** Analysis and Evaluation. Preparation of **Price Variance Report** & reasoning of high value variation

**Organization:** Unicol Limited (GHULAM FARUQUE GROUP OF COMPANIES)

**Designation:** Management Trainee (From Jan 2013 to Nov 2014)

**Reporting to:** Finance Manager

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**Responsibilities:**

- Real time **Project Controlling and Management Report**.
- Preparation of **Landed Cost Sheet** & report to management for availability of material for smooth project operation
- To **Liaise with Banks** on regular basis for day to day issues and project financing.
- To review the **Banking Financing Facilities** at regular interval & renewal as needed.
- Make sure for **Non-Stop Financing Facilities** available for plan, working capital & proposed transactions.
- Prepare & provide all necessary documents to banks for **Availing Financing Facilities**.
- Preparing, recording, summarizing and reporting to management **Mark-up** charged over facilities used.
- **Investing Excess Funds** to the best possible available option.
- Fulfilling requirements of **Regulatory and Statutory Authorities**.

**Organization:** Unicol Limited (GHULAM FARUQUE GROUP OF COMPANIES)

**Designation:** Internship (From Jun 2012 to Jul 2012)

**Reporting to:** Finance Manager

UNIGOL

**Responsibilities:**

- Analyzing and filing of **Loan Documents**.
- Preparation of **Daily Material Received Report** at factory;
- Evaluation of **Daily Production Report**.
- Coordination with **Import & Export** Departments and assist in preparation of **Document**

Professional and Academic Qualification			
Qualification	Institution	Major Subjects	Year
CMA	➤ Institute of Cost & Management Accountant of Pakistan	Management Accounting	2013
B.COM	➤ University of Karachi	Bachelor of Commerce	2008
ACCA	➤ Associate of Chartered Certified Accountants	Financial Accounting	Finalist