

MUHAMMAD BILAL SAEED – ACCA ACCOUNTS PROFESSIONAL



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AREAS OF EXPERTISE

- ✓ Accounts Management
- ✓ Accounts Reconciliations
- ✓ Bank Reconciliation
- ✓ Sub-Contractor Handling
- ✓ Internal Audit
- ✓ Cash Management
- ✓ Accounts Receivable
- ✓ Accounts Payable
- ✓ Variance Analysis
- ✓ Ageing Reports
- ✓ Inventory Management
- ✓ UAE VAT Knowledge
- ✓ Payroll

IT SKILLS

- ✓ ERP Axiom
- ✓ Peachtree
- ✓ MS Office
- ✓ Tally ERP 9
- ✓ Quick Book.

PERSONAL

- ✓ Ability to balance priorities and co-ordinate work effectively.
- ✓ Leadership skills.
- ✓ Excellent analytical skills.
- ✓ Ability to stay calm under pressure.

PERSONAL SUMMARY

Professional Assistance Manager Accounts with more than 4 years of experience in Accounts & Finance department seeks placement within any challenging work environment to maximize the potential of education, experience and gained skills. Expertise in management reporting, accounts management, fund management, costing, ageing analysis, posting journal entries, internal audit and bookkeeping. Well-organized team player with excellent analytical, communication, coordination, problem solving, and time management skills. Well versed with ERP Software AXIOM, Tally, QuickBooks & Peachtree accounting. Can perform under work pressure and deliver accurate financial reports.

PROFESSIONAL QUALIFICATIONS

- **ACCA (UK Member)**
Association of Chartered Certified Accountants, UK 2017

ACADEMIC QUALIFICATIONS

- **Masters in Commerce (M. Com)**
HEC equivalent, Pakistan. 2018

Professional Experience Summary

- **Accountant** (Dec 2019 – Present)
Oman Fisheries Co. SAOG
- **Assistance manager Accounts** January 2015 to Dec 2019
MAAKSONS ENGINEERING CORPORATION LTD

WORK EXPERIENCE

- | | |
|-----------------------------|--------------------------------|
| Organization: | Oman Fisheries Co. SAOG |
| • Organization Type: | Fishing Export. |
| • Designation: | Accountant. |
| • Tenure: | Dec 2019 to date. |
| • Location: | Muscat, Oman. |
| • Reporting to: | Finance Manager |

ROLES AND RESPONSIBILITIES

- Verification of Supplier invoice With PO and Deliver Note
- Booking of Supplier Invoice.
- Reconciliation with Supplier Balance.
- Calculating Variance between actual and budget.
- Monthly finalization of trail Balance Calculating Profitability.
- Managing the Branches FundS Recoupment.
- Monthly provisions Schedules and expenses recognition.
- Head Office Reconciliation with branches

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- ✓ Can analyze large amounts of information.
- ✓ Organized and efficient.
- ✓ Good project management and team building skills.

Languages

- ✓ English
- ✓ Urdu
- ✓ Punjabi

PERSONAL DETAILS

- ✓ DOB: 02/09/1994
- ✓ Passport: HX5979731
- ✓ Visa Status: Resident
- ✓ Single

- Bank Reconciliation
- Preparing vendors payments.

- **Organization:** MAAKSONS ENGINEERING CORPORATION LTD
- **Organization Type:** Construction
- **Designation:** Assistance manager Accounts
- **Tenure:** January 2015 to Dec 2019
- **Location:** Lahore & Islamabad Pakistan.
- **Reporting to:** Chief Financial Officer

ROLES AND RESPONSIBILITIES

- Preparation & analysis of monthly statement of affairs of all projects (individually & consolidated)
- Review Monthly provisions Schedules and expenses recognition of (Staff Salary, Prepayments, Accruals, & Bank reconciliations).
- Handling internal and external audit.
- Reviewing suppliers ageing report and present to top management.
- Ensure in time payment of all type of emolument to staff & workers.
- Accounts payable reconciliation, aging and report to top management.
- Review Inter projects & Head office Reconciliations on monthly basis.
- Managing fund of the company to assure proper allocation & usage.
- Cost & quantity variance analysis.
- Examining and analyzing accounting records to ensure accuracy.
- Safeguarding the assets of the company & ensure the implementation of the policies & procedures.
- Assure Management that all transactions are made according to management policies.

Project Accountant:

- Reconciliation of Project Bank Accounts on weekly basis.
- Head Office & Inter Project Reconciliation weekly basis.
- Preparing monthly budget to streamline daily cash flow.
- Reconciliation of balances with suppliers and subcontractors.
- Calculating the Cost of Concrete and Asphalt for invoicing.
- Monthly provisions Schedules and expenses recognition of (Staff Gratuity, Salary Accruals, Monthly expenses closing, Posting of subcontractor bills & Payments).
- Gross Up Tax JV Payable JV (at the time of payments)
- Examining stock transferring & Customers Dealings.
- Examining and analyzing accounting records to ensure accuracy.
- Preparation & verification of monthly salaries and wages.

Project Internal Audit Works:

- Identification of Control weaknesses within the organization.
- Designing and implementation of internal control.

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- Setting overall strategizes to ensure compliance of management polices & internal control.
- Physical stock count of different projects.
- Ensure project expenses under the controlled measures.
- External Confirmations from banks and suppliers

ERP Implementation:

Working on ERP implementation of company's software

- Creating & Maintaining Chart of Accounts of company.
- Transfer Data from Old System to ERP.
- Reconciliation of AXIOM reports with Peachtree.
- Identifications of errors and take a best solution.
- Communicate with AXIOM team to discuss issues regarding software.
- Monthly reconciliation of GL Vs sub ledger.

REFERENCE

Available On Request