



SHOAIB M SHAHZAD

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Dubai, UAE

PERSONAL PROFILE

Date of Birth : 23/07/1989

VISA Status : Employment

Driving License : Dubai, UAE

Language : English

TECHNICAL SKILLS:

- ERP Development/Implementation
- Budgeting, Forecasting & Planning
- Complete Management of Finance Dept.
- Advance Financial Reporting & Analysis
- Cost Control & Profitability Management
- Effective Cashflow Management
- FA/AR/AP/Inventory Management
- External/Internal Audit/ Tax Audit
- MS Dynamic 18/ Focus-7
- Administrative & Organizational Skills
- Managing Professional Relationships

ACHIEVEMENTS:

- Developed & Implemented ERP program
- Awarded for improving financial controls
- Recognized as "Best employee of the year 2015 for work quality & reducing 8.5% of total G&A Expenses."

EDUCATION:

UAECA: The Accountants & Auditors Association (2017)

ACCA: Association of Chartered Certified Accountants (2013)

M.Com: The Higher Education Commission (PAK) (2013)

Profile:

An Accomplished, self-driven, and result oriented Qualified Finance Professional (ACCA, M.COM, UAECA) with extensive experience of more than 10 years in retail, wholesale and manufacturing businesses seeks a senior position in well reputed Organization. Recognized for the ability in management of overall finance department, implementation of strong accounting processes, delivering financial targets, drawing up financial analysis, budgeting, and "MIS reporting". Further I have significant management experience and possessing a real desire to succeed and make a difference by always thinking outside the boxes.

EXPERIENCE

Al Boom Marine LLC.

<http://www.alboomarine.com/>

Chief Accountant

Feb 2018 – Present



Company Profile:

Al Boom Marine LLC is one of the leading names in retail and distribution companies in the GCC established in 1987, operating more than 25 International brands in water sports, swimwear, surfing and lifestyle through more than 60 retail stores and more than 300 active wholesale accounts throughout the GCC and the MENA region. Al Boom Marine network includes its own multi-brands concepts; "Beyond the Beach", "Ocean" and "Beyond the Street" as well as the concept stores of Oakley, Rip Curl, Tommy Bahama, Seafolly, New Era, GoPro, Segway, Razor, Giant among others.

Responsibilities:

- Overseeing operations of the finance department, Implementation of departmental goals and objectives, and design a plan for these to be achieved in preset financial budgets.
- Prepare and Report monthly MIS, Budgets, KCS and group financial statements.
- Assisting in development and implementation of FM goals, policies, priorities and procedures.
- Liaising and supervising the accountants to complete monthly assigned tasks within deadlines.
- Facilitating internal and external auditors to complete their assignments without any hindrance.
- On-going monitoring of ERP system and recommend changes to IT team to improve the results.
- Working closely with multiple levels of organization to produce the required deliverables and execution of improvements to facilitate efficient and effective operations.
- Ensuring a well document bridge between accounting record in ERP and statutory and tax reporting.
- Maintaining rental schedules of more than 70 units following IFRS 16 and traditional accountings.
- Preparing stock aging, supervising stock audit, and recommending remedial measures for variances.
- Maintaining effective company COA's to ensure correct cost has been recorded in each GL.
- Upholding proper flow of cash to ensure all receivable and payable balances are in set limits.
- Preparing, reconciling and filing monthly consolidated VAT returns to FTA.
- Key Contact for third parties (Suppliers, Customers, Banks, Lawyers, Auditors and Govt Authorities).
- Supervising the complete loyalty program to ensure accurate net liability is being recorded in books.

Diamond Star General Trading LLC.

<http://www.diamondstardubai.com>

Chief Accountant

Feb 2017 – Jan 2018

Company Profile:

It is a Group of companies established in 2000 and leading name in food trading business recognized as a one-stop destination offering a wide range of premium FMCG products to all over the globe with proven slogan "you name it we have it" (mainly in Africa, Europe, Asia and Thailand). DSGT main clients are catering companies, army bases, airlines, hotels, ships, supermarkets. Company owns Diamond Crescent General Trading LLC, and Platinum Food Stuff Trading LLC as subsidiary companies. It has the workforce of more than 400 employees.

Responsibilities:

- Prepared cashflow and financial position forecasts to support immediate & future funding needs.
- Designed effective budget model for all departs and to ensure it has been effectively utilized.
- In-charged of accounting manual to ensure proper accounting methods and policies are maintained.
- Supervised all receivables and payables aging to ensure no balances are being kept overdue.
- Facilitated and responded all Auditors, Banks and Govt Institutes inquiries.
- Prepared and filed financial data to banks against term and other short term loans facilities.
- Maintained efficient flow of funds and working capital cycle.
- Prepared and maintained comprehensive Fixed assets module.
- Supervised right disbursement of salaries, EOS and advances are being made to all employees.
- Ensured full documentation has been made against each transaction in their proper files by correct file indexing and all transaction entered in the system should be pre-verified from relevant authorized heads.
- Addressed internal and external inquiries and resolved them promptly, held meeting and visited clients where ever necessary to remove business deadlocks.

HOMEZONE (PVT) Ltd.

<http://www.homezone.com.pk>

Assistant Manager Finance

Jul 2014 – Jan 2017

Company Profile:

Home Zone is a registered partnership business offers a wide range of uPVC Windows, Doors, Roller shutter and Louver shutter by VEKA AG Germany at best price to the premium customers across the country since January 2005. It has one of the largest manufacturing plant facility with the capacity of manufacturing 15,000 windows a month. Its registered office is in Lahore, with three branches in different cities Islamabad, Faisalabad and Multan. The company prides itself on being a leader in its field in terms of its systems and corporate governance. It has the work force of 200-250 employees.

Training & Other Courses:

- Diploma in Business & Finance (2010)
- Certified Accountant Technician (2008)
- Deloitte Certificate on IFRS 15, IFRS 16 & IFRS 9
- Advance MS Office Suite

Personal Traits:

- Strong relationship management
- Analytical skills/Corroborative thinking
- Positive attitude/Problem solver
- Decisive team leadership
- Communication/Comprehension Skills

DECLARATION

All the information mentioned in the resume is correct to the best of my knowledge and believe.

Responsibilities:

- Managed complete Finance Department.
- Prepared and implemented strategic plans with view of meeting overall financial targets.
- Implemented & developed company ERP program.
- Ensured the effective internal controls are maintained within corporate accounting function.
- Maintained and supervised GL accounts by verifying, reconciling and resolving the mismatches.
- Handled complete imports of the company e.g., Ordering, costing and clearance of goods to warehouse.
- Regularly dealt with haulage and clearing agents to get the shipments cleared on best freights.

RIZWAN & COMPANY CHARTERED ACCOUNTANTS. <http://dfk-pk.com>

Audit Associate

Jul 2013 – Jun 2014

Company Profile:

Rizwan & Company Chartered Accountants is independent member firm of DFK International network in Pakistan. It is a partnership firm carrying on the professional practice of rendering audit, tax and business advisory services. Major Clients includes Huawei technologies Co Ltd, Changhong Ruba (Pvt) Ltd, Ghani Glass (Pvt) Ltd, Avanceon (Pvt) Ltd, Triumphant International and many others.

Responsibilities:

- Lead client audit engagements, which include planning, execution and completion of Audits.
- Collected and analyzed data to detect deficient controls, duplicate efforts, extravagance and frauds.
- Interacted with the clients and assist or solve their queries in timely manner.
- Finalized audit reports with Audit Supervisors to ensure all aspects of financial audit is been completed.
- Trained and mentored Audit Interns.

BRIDGES DEVELOPMENT CONSORTIUM

<http://bridgesconsortium.org>

Senior Accountant

Jan 2011 – Jun 2013

Company Profile:

Bridges Development Consortium is a politically autonomous research and development delivery organization that addresses challenges around strengthening states, monitoring governance, and empowering civil society. The Consortium is involved in evaluating and predicting outcomes of existing and emerging development policies while offering short-term solutions to the worst victims of persistent poverty.

Responsibilities:

- Prepared and reported financial analysis to management to take strategic business decisions.
- Prepared monthly trial balances, financial statements and budgets.
- Handled full fixed assets module with proper documentation of addition, disposal and depreciation.
- Prepared and reported weekly bank reconciliation of more than 10 bank accounts.
- Posted and processed journal entries to ensure all transactions are recorded in ERP system on time.
- Maintained complete reconciliation and accounts summary of GL accounts.
- Produced error-free accounting reports to managements as it were required.