

# Haji Muhammad Faizan Shaikh

CAT, ACCA Member, UAECA, BSc. Hons (UK), M. Com, M.A (Eco), CPA

**Visa Status:** Employment visa

**Passport #** DP5197813

**Phone:** 050-1187829 / **Driving Licenses :** UAE

**Notice Period:** Immediately Available **Email:** Faizanonline14@gmail.com

**Linked in** <https://ae.linkedin.com/in/hajimuhammad>

**Languages:** Arabic(Reading only), English(Fluent), Urdu/Hindi (Fluent)



## Career Goal

Accounts Manager / Financial Analyst / Financial Advisor / Finance Manager/ /Sr. Accountant / Cost Accountant / Business Planner / Business Analyst / Relationship Manager / Internal Auditor / Cost Controller

## Profile

A dynamic and highly committed **CIA Candidate**, Member of **ACCA** and graduated from **Oxford Brookes University** with over 10 years (9 years UAE) experience in Financial & Management Accounting, Financial Reporting & Analysis, Internal & External Auditing, Forecasting & foreplaning, and Implementing controls within operations to generate outstanding financial performance.

## Professional Education

### Certified Internal Auditor - CIA

The Institute of Internal Auditors (IIA, USA)

In progress, to be complete by June 2022



### Certified Public Accountant – CPA

Certified Public Accountants of Pakistan

(Complete 2020)



### SAP FICO ECC 6.0

Zabeel Institute of Management & Technology Dubai, UAE

(Complete 2014)



### Association of Chartered Certified Accountants

ACCA (Member) – United Kingdom

(Complete 2011)



### Certified Accounting Technician

CAT – United Kingdom

(Complete 2007)



## Academic Education

### MSC in Professional Accounting

University of London - UOL

In progress, to be complete Mar 2022



### Masters in Economics (M.A Economics)

University of Karachi, Pakistan

(Complete 2015)



### BSc (Honors) in Applied Accounting

Oxford Brookes University – United Kingdom

(Complete 2013)



### Bachelor in Commerce (B-Com)

University of Karachi, Pakistan

(Complete 2010)

## Professional Experience

### HS Group Accounting / Zerofat Group

<https://www.hsgroup.ae>

(Small and medium size accounting firm in Nad al hamar, Dubai)



### Senior Financial Accountant / Advisor & Analyst

Dec 2020 – Present



- Update sales from emails / invoices
- Recording purchase from supplier invoices
- Checking / verifying sales from payout / credit card / bank
- Liaison with supplier for the payment
- Track monthly cost of sales with kitchen.
- Preparing cheques and releasing payments to suppliers.
- Planning & forecasting Cash flow of the company.
- Recording payments and invoices in A/c software.
- Applying for credit term with suppliers.
- Petty cash recording.
- Utility bill recording and payment.
- Maintaining receivable from gyms.
- Preparing Financials including cash flow.
- Reconciling pay tabs , credit card charges
- Monthly closing and Financial Statement
- Meal plans and Costing Sheet for COO (upcoming)

### Matic Group

<http://www.matic.ae>



(A leading online E-Commerce platform for providing home cleaning services throughout the UAE)

The company was established in 2013 and has approx. 70,000 cleaning customers all over GCC)

### Accounts and General Manager

October 2015 – Nov 2020 (**5 Years working**)

- **Achievement:** Being part of the new e commerce venture MATIC, provides learning & opportunity to grow, and have experienced the organic expansionary process of an organization.

### **Key Responsibilities:**

- Handling of Six commercial bank accounts of Matic in different regions. Processing of payments, recording of receipts, keep track for the transactions. Bank reconciliations, etc
- Intercompany account maintenance. Keep track of intercompany payments and receipts. Updating the respective head and accounts.
- Payments and liaisons with local and international suppliers of Matic. Reconciliation of suppliers' statements.
- Handling Payment gateways of Matic through Telr & Checkout. Recording and monitoring of Credit card transactions of the company.
- Prepare weekly statements for the associate cleaning companies of Matic.
- Auditing of various departments and ensure checking of internal controls throughout the organization.
- Handling risk assessment operations, and chair risk meetings.
- Liaison with the IT team for future developments of Matic apps and website works.
- Preparing the MIS reports, Cash flow Statement, Balance Sheet to keep a track of financial performance of the company.
- Monthly reports to Saudi Headquarter about the progress of the company.
- Variance Analysis of cash and credit card transactions with company's bank account.

- Handling HR and day to day administrative issues. Employee record keeping, and final settlements
- Handling of Matic Fleet and liaison with the telecom companies.

## **UHY SAXENA Chartered Accountants, Dubai, UAE**

<http://www.uhyuae.com>



(A leading Chartered Accountancy firm providing Audit, Accountancy, Corporate and Consultancy services in UAE since 1992). UHY has partnership firm in more than 150 countries throughout the world.

### **Financial Accountant / Auditor**

Currently employed

August 2014 – September 2015

#### **Key Responsibilities:**

- Prepared annual budget, planning and submitting to the client's management for decision making.
- Handled physical stock take and reports to management for various clients.
- Maintained fixed assets register for various clients.
- Monitored PDC's and supervise timely deposition and payment follow-ups to avoid any major discrepancy in the business and management activities.
- Preparing the MIS reports, Cash flow Statement, Balance Sheet to keep a track of financial performance for various clients.
- Preparing MIS, Profit & Loss, Balance sheet and budget variance analysis for various clients.
- Responsible to reconcile all local and foreign suppliers on time, and providing monthly ageing to financial controller for various clients.
- Handling, executing and supervising of External Audits on various clients.
- Implication and resolving issues of IAS and IFRS over various clients.
- Handling In-house Audits for offshore companies.
- Discussion with the Directors along with MICS over the weakness and change to be made in Client's system.
- Improving client's system and internal control by highlighting control weaknesses and recommending solutions.
- Responsible for enhancement and training of provided Audit team.
- Following up with the clients regarding pending Audit and other statutory requirements.
- Finalization of Financial Statement, Internal Audit and External Audited reports.

## **Mac and Ross Chartered Accountants, Dubai**

<http://macnross.com>

(Reputable Chartered Accounting firm having 20 - 50 employees with over 300 Audit and Assurance Clients in United Arab Emirates)



### **Sr. Accountant and Auditor**

Dec 2011 – June 2014 (2.5 years working)

#### **Achievement:**

- Successfully handled the implementation of different Accounting ERP packages on various clients, which includes functional, testing and data migration aspects.
- Key player in functioning of Accounts Department of various clients.
- Entrusted with the responsibility of managing banking, finance & accounts activities of Clients.

#### **Key Responsibilities:**

- Managing, planning, supervision and review of financial statements audit.
- Review of compliance with International Accounting Standards & IFRS by the companies being audited and providing them professional advice over their compliance status.

- Assessing compliance with regulations and controls by executing audit programs steps. Examining and analyzing records, reports, operating practices, and documentation.
- Trained the Client employees for different Accounting Packages.
- Constantly reviewing the Client's internal controls placed in the system and ensuring their effectiveness.
- Conducting internal audit of different companies including financial analysis, review of policies procedure and related internal control.
- Performing financial projection and feasibility study of new ventures and projects for clients.
- Liaising with the banks / institution for loan negotiation & documentation of clients.
- Monthly **Accounts finalization** and **MIS reporting** for various clients
- Preparation of **Financial and Audit reports** for various clients.

## **F.R Merchant and Co Chartered Accountants, Karachi**

(Renowned Chartered Accounting firm based in Karachi having more than 150 Clients, providing Tax, Advisory and Assurance services)

### **Accounts and Audit Trainee**

Article ship

July 2010 to Sept 2011, *(15 Months of Training Completion)*

### **Achievement:**

- Appreciated for timely drafting the financial statement, reconciling and auditing before deadline.
- Key person for defining Internal Control Policy and Procedures for clients.

### **Key Responsibilities:**

- Analyzing monthly, quarterly, and annual financial results for various clients.
- Responsible for daily and monthly cash flow management and planning for various clients.
- Tasked to manage annual audits, consolidation and monthly presentation of financials of the companies.
- Formulating budgets and conducting variance analysis to determine difference between projected & actual results and implementing corrective actions.
- Implementation of ERP System in different Textile Mills in Pakistan.
- Various External Audit Assignments of different National and Multinational Companies.
- Internal Audit Assignments Regarding Compliance with Local Statute.
- Internal Audit Assignments of different Universities in Pakistan (**IQRA University, Karachi**) (**Biztek University, Karachi**).
- Designing of SOPs and reporting on internal control weakness.

## **Computer Skills**

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<b>ERP packages</b>	SAP FICO ECC 6.0 and Oracle ERP system, Coral
<b>Accounting Software</b>	Informix, Tally ERP 9.0, Sage Peachtree, QuickBooks, Case ware Auditing software, Zoho, Online Quickbooks

**References:** Will be furnish upon request

## Undertaken client to Date

Company	Engagement	Industry	Management
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### HS Group Accounting

1. Malath Stable	Accounting	(Horse Stable)	Local Arab
2. Grow Health Food	Accounting	(Food & beverages)	Local Arab
3. <b>Zerofat Restaurant</b>	Accounting	(Food & beverages)	Local Arab
4. Lift ladies fitness gym	Accounting	(Hospitality)	Local Arab
5. Hasan Bahri Contracting	VAT / Tax planning	(Construction)	Local Arab
6. Tamer Art	Accounting	(Dates Trading)	Local Arab
7. Pro equine	Accounting	(Horse Transportation)	Local Arab
8. Revitalife Compounding Pharmacy	Accounting	(Pharmacy)	Canadian / Arab
9. Cricket Sporto	Accounting	Sports	Indian

### UHY Saxena Chartered Accountants

10. Pepsi Co	(Fixed Asset Management)	F & B	
11. Shan / Gourmet Foods	Audit	F & B	Pakistani
12. DOICE group	Audit	Oil Trading	Iranian
13. Ethiopian embassy	Audit	Ethiopian government	
14. Emirates pilot club	Audit	Aviation industry	
15. Granite wellbore	Audit		Chinese company
16. KPM polymers	Audit	Polymer industry	Indian
17. Lable Co FZE	Audit	Printing / Packaging	UK
18. Duck FAB	Audit	Steel	

### Mac & Ross Chartered Accountants

19. Taiba Gold Jewels	Audit	Gold Manufacturing	Arab
20. Only Glass FZE	Accounting	Glass manufacturing	Arab
21. ACECO Fzco	Audit	Trading	Indian
22. Blue pearl logistics	Accounting	Logistics	Indian
23. Romeo car showroom	Accounting	Car Dealer	Pakistan
24. Trident	Accounting		Indian
25. Jumeirah clinic	Accounting	Medical	Arab
26. Esskay gulf	Audit	Electrical Panels	Indian
27. Navaida Solutions	Audit	Du channel partner	Indian
28. Ocean Travel	Audit	Tourism	Indian
29. The Perfume LLC	Audit	Perfume manufacturing	Arab
30. The Box self-storage	Audit	Warehouse storage	Iranian
31. Grand Prix	Accounting	Automobile	Indian