

MUHAMMAD FAHAD

Ajman, United Arab Emirates

Holding Dubai residence Visa valid till July 2025.

Cell No : +971526448890

Email : fahadyounus8890@gmail.com**CAREER OBJECTIVE**

An ambitious, motivated and highly organized professional having over 18 years of experience who is open to welcome opportunities from growth-oriented organization that provides further challenging and competitive environment to apply my skills and expertise in the fields of Business Management, Human resources, Public relations, Finance, Accounting, Audit and Compliance.

PROFESSIONAL EXPERIENCE

July 2024 – September 2024 : **Accounts Manager**
Empire Real Estate Developers
Real estate developers based in Dubai. Accounts and Finance

Summary of Key Responsibilities:

- Responsible for implementing SOPs, assigning job descriptions (JDs) to current employees and hiring new employees as company is in its first year of operation. Ensuring applicability of requirements by accounts department in newly custom-made software which is in progress by software house.
- Managerial responsibilities for day to day transactions like bookings and reservation, cancellation and refunds, receivables and payables, collection and recovery, finance, costing, profitability and cash flow statements.

August 2023 – July 2024 : **Managing Partner**
Vogue International
Import, Export and Trading of Used Clothing Business
Business Management

Summary of Key Responsibilities:

- As a managing partner, responsible to manage the business activities like sales, purchase, production, accounts and finance, logistics and marketing.

April 2013 – June 2023 : **Manager Operations**
Indigo Garments, Delta Global
United Arab Emirates
Manufacturer and Exporter of Denim jeans,
Import, Export and Trading of Used Clothing Business
Human Resources – Public relations – Accounts and Finance

Summary of Key Responsibilities:

- Responsible to undertake all PRO activities (Public relations) from the company's incorporation date for visas, business licenses, vehicles and all other ministries approval in the emirate of Ajman, Sharjah and Dubai with employee's strength between 500 to 1000.
- Ensures the smooth and efficient running of the Human Resources department by developing Policies and Procedures and providing administrative and secretarial support to the Company Director and General Manager.
- Follow up and weekly check on the leavers, ensuring smooth off-boarding process for resigned and terminated employees, conduct exit interviews to identify reasons for employee's resignation.
- Responsible for organizing the HR department to maintain and update employee payroll information, attendances and absenteeism, and monthly payrolls.
- Responsible for providing all relevant letters, documents, up-to-date notice boards, certificates, and warning notices as per requirements of company, employees, and labor law.

- Purchase, sale and arrangements of vehicles for company's fleet and director personal 'use.
- Correspondence with the bank for business loans, auto loans and personal loans.
- Managerial responsibilities for receivables and payables, finance, letter of credit, costing and productivity, budgeting and up to date recording of transaction for monthly final accounts and cash flow statements.
- Other key areas that have experienced as a sole executive assigned by director from the incorporation date of the company as a start-up such as financing, monthly feasibility reports, costing and analysis, final accounts, cash management, Import and Export, logistics, custom clearance, procurement, and administrative arrangements.

March 2008 – March 2013 : **Accounts and Finance Executive**
 Denim Clothing Company, Hantex, Accounts and Finance – Taxation – Internal Audit
 Karachi, Pakistan.
 Manufacturer and Exporter of Denim jeans and fabric

Summary of Key Responsibilities:

- Preparing monthly Sales Tax Returns and files to claim refunds.
- Supervision of payments and deduction of withholding tax on payments, to submit withholding tax in Government Treasury, to provide deduction certificates / payment proofs to suppliers.
- Supervision of Monthly / Quarterly and Annual statements of Withholding Tax.
- Correspondence and follow up with suppliers and banks for Letter of Credits (L/Cs), telegraphic transfer and post payments for both Import and local materials.
- Forwarding and custom clearance of import consignments.
- Making monthly costing sheets of import materials.
- Make sure of timely recording of all purchase, sale, Import and export bills and other overheads.
- Maintain and record all insurance policies and correspondence with insurance company.
- Supervision of half yearly stock counting to verify value of the stock and internal audits.

August 2005 to February 2008 : **Assistant Manager**
 Moon Trading Company Accounts and Finance – Taxation
 Karachi, Pakistan.
 Commercial Importer and supplier of Industrial Chemicals

Summary of Key Responsibilities:

- Prepare and submit Sales Tax Returns monthly.
- Correspondence with consultants and government authorities and compliance with all requirements of audit.
- Maintain Inventory levels.
- Prepare Invoices, Delivery notes, receivables, and payables ledgers.
- Perform aging analysis for debtors and correspondence with them to recover the amount.

QUALIFICATION AND CERTIFICATION

Year 2009 – 2011 : **Part Qualified ACCA**
 By Association of Chartered Certified Accountants (ACCA), UK

Year 2007 : **Bachelor of Commerce**
 Govt. College of Commerce & Economic, Karachi, Pakistan

PROFESSIONAL SKILLS

- Adaptive learner, hardworking and enthusiastic.
- Have good strategic and tactical decision-making and leadership skills.
- Initiative-taking approach to organize workload.
- Share ideas and listen to others actively and help them to enhance the friendly environment.
- Strong numerical, analytical, and critical thinking skills.

PERSONAL INFORMATION

Father's Name	:	Muhammad Younus
Surname	:	Dhedhi
Date of Birth	:	15th June 1987
Nationality	:	Pakistani
Marital Status	:	Married
Driving License Number	:	162580 will expire on Sep-2025
Religion	:	Islam