

# ZEESHAN HAFEEZ

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**Nationality:** Pakistani  
**Visa Status:** Employment Visa

## Profile Summary

I'm **ACCA Member** and have **Passed CFA Level II**, I've more than 6 years' experience in financial analysis, managing the books, preparing the financial statements and VAT returns of corporations from varied UK industries. I'm proficient in the latest software programs for accounting such as Xero, Odoo and TaxCalc.

I'm currently closing the books and assisting in recognizing and posting entries for finance leases and fixed assets.

## Professional Qualifications

CFA Level II (Passed)	2016	Charter Financial Analyst (USA)
ACCA (Member)	2014	Association of Chartered Certified Accountants (UK)
CAT (Affiliate)	2010	Certified Accounting Technician (UK)

## Professional Experience

### EKAR Car Rental LLC

Accountant (December 2022 to Present)



#### Key Responsibilities:

- Assisting in recognizing the finance leases and posting entries into the systems
- Maintaining fixed asset register and posting relevant entries into the systems
- Ensure that all accounting entries are incorporated in the company accounts after they have been approved as per the schedule of authority and ensure that accounts are kept up to date to reflect all the transaction of the business, including all reconciliation with the bankers, debtors, creditors, and groups companies
- Working on month end closing and year end closing for audit completion
- Passing general entries in Odoo as well as in QuickBooks

### Cavendish Maxwell

Accountant (June 2022 to December 2022)



#### Key Responsibilities:

- Making and recording supplier payments and ensuring payments are made after proper internal approvals and completion of supplier documentation
- Bank relationship management ensuring all requirements are up to date (incl. KYC, Commercial registrations etc.)
- Updating accounting software daily to capture payments and receipts made during the day
- Maintaining updated statements of account for customers and suppliers
- Reviewing bank position daily and reconciling bank statements with accounting records
- Preparation of actual and forecast cashflow statements
- Preparing and processing payroll
- Month end closing of books while ensuring all documents (including intercompany accounts) and properly reconciled
- Support with any other ad hoc tasks assigned by finance manager

## More Than Accountants

Financial Analyst (October 2019 to May 22)



### Key Responsibilities:

- Ensure that all accounting entries are incorporated in the company accounts after they have been approved as per the schedule of authority and ensure that accounts are kept up to date to reflect all the transaction of the business, including all reconciliation with the bankers, debtors, creditors, and groups companies
- Process journal entries to ensure all business transactions are recorded, compile and analyze financial information to prepare monthly and annual accounts
- Evaluate company's operational and financial performance, financial position, capital structure and effectiveness of use of working capital
- Preparing financial analysis, analyze past results, perform variance analysis, identify trends, and make recommendations for improvements
- Review monthly/Annual closing activities in accordance with corporate policies and IFRS and ensure timely submission of monthly management reports.
- Assist management in preparing monthly estimates & forecasts and develop financial models through benchmarking and process analysis
- Review VAT returns which are to be submitted to HMRC

## JCR-VIS Credit Rating Company Limited

Financial Analyst (July 2017 to May 2019)



### Key Responsibilities:

- Perform / review industry and company specific research
- Conducting due diligence and meetings with the C.E.Os/C.F.Os
- Liaise with client, target and other stakeholders / advisors throughout the engagement
- Assessing credit risk & financial standing of corporate entities and financial institutions
- Making and publishing credit rating reports by analyzing financial and non-financial data

## Synergistic Financial Advisors (SFA)

Corporate Finance Analyst (August 2016 to May 2017)



### Key Responsibilities:

- Analyze financial data and create financial models for decision support
- Analyze past results, perform variance analysis and identify trends
- Evaluate financial performance by comparing and analyzing actual results with plans and forecasts
- Provide analysis of trends and forecasts and recommend actions for optimization

## INTECH Process Automation

Accounts Executive (August 2014 to April 2016)



While working at Intech Process Automation, my main roles and responsibilities included:

- Preparing Journal vouchers on day to day basis and updating accounting entries
- Disbursement of payments and manage the availability of funds by coordination with banks on daily basis
- Providing the information / documents required by the auditors during the annual audit
- Performing routine calculations to produce analysis and reports as requested by the Finance Director
- Collecting and entering data for various financial spreadsheets
- Preparing monthly payroll payments for employees
- Reviewing all invoices for appropriate documentation and approval prior to payment
- Assist in month end closing
- Verifying vendor accounts by reconciling monthly statements and related transactions
- Maintaining of ledgers after verifying and posting of the transactions

## Key Competencies and Skills

- Finance Leases
- Maintaining fixed asset registers
- Working Knowledge of BTC Accounting software
- Working Knowledge of TaxCalc Accounting software
- Knowledge of Receipt Bank and Xero
- Knowledge of AX Dynamics
- Knowledge of Oracle
- Feasibility Studies & Business Plans
- Corporate Finance
- Financial Analysis & Planning
- Budgeting and Forecasting
- Business Valuation
- Project Evaluation
- Due Diligence
- Financial Reporting
- Reconciliation of Accounts
- IFRS and ISA
- Aging Analysis
- Analytical and Substantive Procedures