

Saifuddin Khan

Career Profile:

Master degree-Major in finance with more than 10 years of relevant experience in finance. I have strong analytical and problem-solving skills, as well as ability to interpret, analyze and evaluate routine and non-routine human resources, financial & budgetary issues. The areas which are of special interest to me are Management Reporting, Budgeting & Business Planning, Financial Planning & Analysis, forecasting, Costing and budgetary control, competitors Analysis, strategy Development & any non-routine business situational analysis. I possess strong communication skills both verbally and in writing and able to establish and maintain effective working relationships with senior Management and with people of different nationalities and cultural backgrounds. I am open for any challenging opportunity to shape my future career & devoted especially toward achieving organizational goals.

Personal Information

Date of birth 3rd January 1986

Nationality Pakistani

Province Khyber Pakhtunkhwa

Permanent Address: Shinwari, Landi Kotel Khyber Agency, Peshawar

Education Summary

2007-2009 Master in Business Administration, (MBA finance)
•CGPA, 3.5
• **Institute of Management Sciences, Peshawar Pakistan**

2004-2006 Bachelor of sciences, (BSC)
•CGPA, 3
• **University of Peshawar, Peshawar Pakistan**

Professional Experience

→ (Nov, 2019- April, 2020) **Finance Manager,**
Omaid Bahar Marketing & Distribution Ltd
Omaid Bahar Fruits Processing Ltd, Afghanistan

- Providing executive leadership in the development for the continuous evaluation of short and long-term strategic financial objectives and offers recommendations to enhance financial performance and business opportunities.
- Manage processes for financial forecasting, budgets, consolidation and reporting to the company's management.
- Ensuring credibility of finance group by providing timely and accurate analysis of budgets, financial trends and forecasts.
- Performing leading role in developing, implementing and maintaining a comprehensive job costing system.
- Directing and overseeing all aspects of the finance and accounting functions of the organization.
- Evaluates and advises on the impact of long range planning, introduction of new programs/ strategies and regulatory action.
- Provide executive management with advice on the financial implications of business activities.
- Provide recommendations to strategically enhance financial performance and business opportunities.
- Analysis of cash flow, cost controls, expenses and all financial statements to pinpoint areas for improvement.
- Oversees the organization's risk management including general liability, related insource coverage and risk mitigation.
- Develop performance measures and monitoring systems that support the company's direction.
- Developing certain necessary financial and cost control policies within organization.
- Participating in key decisions as a member of the executive management team.
- Developing and capacity building of finance team.

→ (Jan, 2018-Nov, 2019) **Unit Head/Sr. Specialist, Costing & Management Reporting, Finance, Etisalat Afghanistan**

Major Responsibilities

Costing & Profitability Analysis:

- Detail Analysis of COGs and Opex items
- Costing & Profitability analysis of Major network elements.
- Participating and representing Finance in procurement critical committees.
- Tracking product performance and profitability analysis of products/promotions.
- Special Events analysis and their impact on business.
- Opex and Capex project appraisal based on NPV, IRR and Payback methods. Preparing business cases and writing recommendations to top management for approval.
- Profitability analysis of different business units, commercial, Carrier, ISP and roaming.
- Member of Cost Optimization and Cost initiatives exercises.

Management Reporting & Analysis:

- Daily /Weekly Revenue Analysis: Detail revenue analysis including revenue offered by different divisions, revenue by service and preparing accurate monthly revenue forecast for management.
- Daily /Weekly Reporting – Issue reports and analysis on daily basis to top management which covers all the aspect of operations range from Network performance to Sales team achievement and from revenue and traffic to subscriber acquisition and churn analysis.
- Coordinating and working closely with business intelligence team for bringing improvements in system reports. Also working with revenue assurance team for issues related to revenue reporting and reconciliations.
- Preparing and presenting special divisional performance reporting of commercial, carrier, ISP and mHawala. Analyzing abnormalities and suggest appropriate actions.
- Performance Analysis – monitor KPIs & progress towards targets, analyze performance against competitors/industry, provide suggestions on enhancing business performance & actions to be taken.

- Benchmarking/ Database - develop and maintain benchmarks/database for revenue/cost KPIs, diagnose gaps and identify areas for operational improvement.
- Preparing and issuing monthly Cost center wise Opex report to CXOs which shows variances against set targets for each CXO division as part of better business performance and periodic budgetary control.
- Monthly Executive Dashboard – preparing and presenting monthly dashboard presentation to CXOs’.
- Group reporting, monthly, quarterly and annual reports for Management and Board of Directors in Head office at Dubai.
- Develop monthly Dashboard Presentation for CEO, CFO and other VPs and Directors of the Company.

Financial Planning and Budgeting:

- Responsible for playing a lead role in Forecasts exercises 3+9, 6+6, and 8+4, and preparation of annual budget and business plan.
- Designing effective budget models for departments and entire company, receiving the budgets estimates and consolidate for budget presentation.
- Assisting in projecting future financial needs, taking into considerations the various projects undertaken by the company and also help the higher officials in management of financial resources.
- Preparing and submitting budgeted P&L, balance sheet and Cash flow to top management for further scrutiny and approval in accordance with the approved Etisalat Group policy.
- Preparing Etisalat Group pack in excel and presentation for achieving group deadline, Also uploading into group Hyperion Planning software.

→ (Feb, 2014-Jan, 2018) **Specialist Management Reporting,
Finance, Etisalat Afghanistan**

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→ (Oct, 2011-Jan, 2014) **Senior Accountant**
Carrier & Whole Sale Services
 Etisalat Afghanistan

Major Responsibilities

- Preparing& Analyzing Daily, Weekly and monthly Roaming revenue & Cost Reports
- Preparing & Analyzing Interconnect Revenue & Cost report on Daily, Weekly and monthly basis
- Preparing departmental Monthly Revenue & Cost Reports Including Variance (Budgeted VS Actual)
- Monitoring of Daily, Weekly and Monthly Traffic for In Roamers and Out Roamers from partners & taking corrective actions when needed.
- Analyzing & updating departmental budget, forecasting it & submitting to budgeting & planning

- Preparing Discount Inter Operator tariff (IOT) Traffic reconciliation and processing for payments
- Co-Ordinating with Emirates data clearing house (EDCH) for Invoicing and Payments
- Co-Ordinating with Roaming Partners for Traffic Steering and discount agreement activities
- Co-Ordinating with Roaming Partners, RA and IT Department for Roaming Issues
- Handling disputes relating to IOT check service with EDCH and Roaming Partners
- Ensuring collection of receivables and payables to Roaming partners timely
- Monitoring of Rejected Account procedure (RAP) IOT disputes with EDCH and Roaming Partners
- Liaising with Roaming partners for launching Postpaid, Prepaid and GPRS launch
- Monthly Financial reconciliation & Closing with vendors
Emirates Data Clearing House (EDCH) & Sybase ISMS Hub Provider
- Developing reports in think cell PowerPoint
- Mentoring & Guiding Team to achieve their targets

→ (Jan, 2011-Sept, 2011) **Finance Manager**
Deva Orbit Business Consulting Services,
Kabul Afghanistan

Job Summary: Reporting, Accounting & Finance, Project Costing, Training

Major Responsibilities

- Overseeing and coordinating financial transactions, including bookkeeping of all expenses/keeping updated cashbook/data entry/ financial reporting.
- Budget preparation & Analysis for individual project awarded from Donors & preparing projects quarter reports.
- Check the completeness and accuracy of financial documents (including expense summaries) and enter the transactions in to and manage the financial system.
- Design, maintain and monitor the financial and internal control systems of Company.
- Preparation of financial documents for external audit and assist auditor as required

- Billing to Donors (after project award)
- Oversee finance staff, and provide training on financial policies and procedures to project, admin and finance staff
- Reconciling bank statement
- Preparing monthly financial statements including Income statement, Cash flow, and balance sheet.

→ (Feb, 2008-Dec, 2010) **Finance Manager (Part time)**

Basit Auto Parts Dealer, Peshawar Pakistan
(Subsidiary of Dynamic Implex Trading UAE)

Major Responsibilities

Operating responsibilities:

- Receiving invoices from foreign autos suppliers
- Processing invoices for payment
- Disbursing vouchers/bills to customers
- Maintenance of A/R ledger
- Follow up with credit customers for collection of A/R
- Aging of A/R
- Maintaining & updating file records
- Record all the transaction into system

Reporting responsibilities

- Daily cash forecasting report
- Daily sales/revenue report
- Weekly report
- Monthly Financial statements
- Monthly variance report (budget vs. actual)

Personal Management report

- To assign responsibilities to finance team
- Setting objectives for each finance team members
- To develop capacity of team by providing them training
- Performance evaluation of team members

Trainings

Name of training	Date	Venue
➤ Induction Program	2 nd -3 rd Nov,2011	Etisalat Afghanistan
➤ Financial Clearing & advance Roaming	1st -4th July,2012	EDCH Dubai,UAE
➤ Project Management Fundamentals	10 th -15 th Nov,2012	RMC Project Management Inc., at Wazir Akbar Khan
➤ Pre-Barg International Roaming Training	17 th -9 th Mar,2013	Roam consult, UAE
➤ Quality Assurance and process Improvement	26 th March,2014	Etisalat Afghanistan
➤ International Financial Reporting Standards (IFRS)	12 th March,2017-14 th March 2017	

Awards / Distinctions

- Star Team award for best performance in 2016 received from CEO Etisalat Afghanistan
 - Surprise award from CEO Etisalat Afghanistan as recognition of very best employees.
 - Star Team award for 2016 “revenue and KIPs alignment with Etisalat Group”
 - Appreciation/Award from CEO Etisalat Afghanistan
 - Star Team award for 2015 Exceptional performance
 - Customer Centricity award from CEO Etisalat Afghanistan
 - Awarded USAID Scholarship for fully funded MBA program at IM/Sciences Peshawar
 - Winner of business plan competition arrange by IM/Sciences Peshawar
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Information Technology SKILLS

Computer: MS Office Packages (Word, Excel, power Point, Outlook)

Software's: QUICK BOOK, Statistical packages for social sciences (SPSS), Enterprise Resource Planning (ERP), Business Intelligence System Application Product (SAP), and Hyperion Planning.

Linguistic Skill

Native Language: Pashto

Other Languages: Dari, Urdu, English (Full Command), Arabic (working knowledge)

Organizational Skills

Leadership skills:

- Leading team during my finance and commercial career

Interpersonal skills:

- working with cross-functional teams with a greater team spirit

Problem solving skills:

- working in finance and commercial team, excellently coordinating with colleagues for any issue raised by management

Analytical skills:

- Analyzing any routine & non routine business, financial aspects of Organization

References

Will be provided upon request.