

# Aijaz Ali (MBA, Finance)

Dubai, United Arab Emirates



**Nationality:** Pakistani ▲ **Place of Birth:** Pakistan

**Experience:** Total 11 years ▲ **Languages:** English (fluent), Arabic (basic)

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**Visa status:** Visit visa, Valid Nov 30, 2022 ▲ **Date of Birth:** 1<sup>st</sup> July 1985

## Career Summary

Mr. Aijaz Ali is having 10 years experience in serving the prestigious companies performing the diversify roles in Accounts & Finance Department. Expertise in general accounting including but not limited to: Accounts Finalization, Books of Accounts Management, Accounts Receivable, Accounts Payable, Bank Reconciliation, Taxation (VAT, WHT, TP, Income Tax), Depth understanding of IFRS, Budgeting, Cashflow and MIS Reporting with strong command over business administration. Strategic thinker with high level of analytical and problem solving skills significantly contributed in core business activities.

A highly responsible, insightful, determined and enthusiastic quick learner who possesses a considerable amount of knowledge and experience in finance & Accounting.

## Core Skills

- |                               |                        |                        |                      |
|-------------------------------|------------------------|------------------------|----------------------|
| ◆ Financial Reporting         | ◆ Budget and Forecast  | ◆ MIS Reporting        | ◆ Financial Analysis |
| ◆ Account Payable             | ◆ Account Receivable   | ◆ Cash flow Management | ◆ Strong VAT Skills  |
| ◆ Internal and External Audit | ◆ Fix Asset Management | ◆ IFRS                 | ◆ Leadership Skills  |
| ◆ Financial Projections       | ◆ Financial Control    | ◆ Fraud Investigations |                      |

## Professional Experience

### Position

Company

Job Period

### Consultant - Finance and Administration Manager

British Asian Trust

Feb 2022 to Present

### Key Responsibilities

- Formulation and execution of Finance policies and Internal Control System.
- Preparation of Financial Reports. Trial Balance, Profit and Loss Account, Balance Sheet and Cash Flow Statement.
- Create work schedule & job responsibilities for accounting team.
- Ensure accuracy of information contained in financial reports & their compliance with statutory requirements.
- Formulation of Finance MIS, periodic compilation, and review of MIS.
- Oversee budget reports, preparation of budgets & analyzing it.
- Handle & supervise daily accounting activities related to AR, AP, Bank, inventory, fixed asset, intercompany etc.
- Analysis of Reports against Budgets and reporting major variances.
- Responsible for monthly/annually closing of books.
- Prepare weekly Cashflow report to ensure that the company have adequate funds to allow business activities.
- Co-ordinate with department head to prepare annual budget.
- Review AP vouchers, AR invoices with all supporting to ensure they are in line with company policies & procedures.
- Review fixed asset register on monthly basis.

### Position

Company

Job Period

### Field Accountant

Development Alternatives Incorporated

from Nov, 2018 to Feb 2022

### Key Responsibilities

- Monitor day to day operations of company i.e. AR, AP, Banking, Fixed Asset, inventory, prepayments, accruals etc.
- Process outgoing payments in compliance with financial policies and procedures.
- Perform day to day financial transactions, including verifying, classifying, and recording accounts payable data.
- Reconcile accounts payable ledger to ensure that all bills and payments are accounted for and properly posted.
- Verify and investigate discrepancies, if any, by reconciling vendor accounts and monthly vendor statements.
- Facilitate payment of invoices due by sending bill reminders and contacting clients.
- Generate reports detailing accounts payables status.
- Understand expense accounts and cost centers.

**Position**  
Company  
Job Period

**Finance Assistant**  
Development Alternatives Incorporated  
from Dec, 2015 to Nov, 2018

**Key Responsibilities**

- Following up and collecting with the suppliers for their invoices for purchases.
- Verifying the invoices for accuracy against the rate in purchase order and quantity from receipt notes.
- Updating the invoice reference in the system against the purchases bookings.
- Maintaining document control, sorting and filing the supplier invoices with respective original supplier delivery notes and with original purchase order.
- Maintaining VAT record on purchases and prepare the standard rated expenses for VAT Filing.
- Coordinating with banks on trade finance documents and loan disbursement.
- Assist in the preparation of timely and accurate reports of Accounting and Corporate Affairs section to meet company and department requirements, policies and standards.
- Implement financial control over activities in the regions and identify and correct weak controls.
- Control and analyze expenses in the assigned region to ensure adherence to approved budget.
- Follow all relevant departmental policies, processes, standard operating procedures and instructions so that work is carried out in a controlled and consistent manner.

**Position**  
Company  
Job Period

**Finance Assistant**  
Chemonics International Inc.  
from Apr, 2014 Apr,2015

**Key Responsibilities**

- Reconciliation of balance sheet accounts.
- Prepares monthly bank and petty cash reconciliation.
- Prepares monthly prepaid expense amortization as per schedule.
- Prepares monthly recognition of revenue.
- Recording of fixed assets and posting depreciation entries.
- Provides assistance for monthly VAT return.
- Administrative support including rent, insurance, and license renewals.
- Recommends financial actions by analyzing accounting options.
- Summarizes current financial status by collecting information, preparing balance sheet, profit and loss statement, and other reports.

**Position**  
Company  
Job Period

**Finance Assistant**  
Creative Associates International Inc.  
from Aug, 2013 to Apr, 2014

**Key Responsibilities**

- Co-ordinate with banks on loan facilities, LCs & APGs & other bank related work.
- Practice taxation including (VAT, WHT, TP & Income Tax)
- Assist the Financial Controller with the day-to-day requirements.
- Create ad-hoc reports for various business needs and Compile and analyze financial statements
- Prepare, Manage budgeting and forecasting
- Reconciles financial discrepancies by collecting and analyzing account information.
- Maintains accounting controls by preparing and recommending policies and procedures.

**Position**  
Company  
Job Period

**Cash Transfer Officer**  
International Rescue Committee  
from Jul, 2012 to Jan 2013

**Key Responsibilities**

- Reconciling vendor and supplier transactions to GL and ensure correct reconciliation between GL and accounts payable sub systems (AP). Perform periodic and ad-hoc supplier reconciliations as required.
- Follow up with concerned departments to get relevant approvals on time.

- Provide recommendations for process improvement and prepare documentations of revised processes and participate in implementation of those processes.
- Review invoices carefully and track progress for early payment discounts in line with the agreed terms of payment.
- Review all the contracts carefully and ensure that invoices are received and paid only in line with the agreed terms.
- Performing monthly closing tasks as assigned by Manager, Accounts Payable (UAE) to ensure smooth and timely closing of AP module.

#### **Position**

Company

Job Period

#### **Finance Officer/Cash Transfer Officer**

Research and Development Foundation

from Oct, 2011 to June, 2012

#### **Key Responsibilities**

- Overseeing all company accounts and investments.
- Creating monthly and annual reports to identify results, trends, and financial forecasts.
- Managing cash flow.
- Leading finance team members.
- Suggesting updates and improvements for accounting systems, including payroll and invoicing.
- Ensuring that all financial transactions are properly recorded, filed, and reported.
- Establishing and implementing financial reporting systems to comply with government regulations and legislation.
- Collaborating with auditing services to ensure proper compliance with all regulations.
- Developing budgets and financial plans for the company.
- Reviewing all financial plans and budgets regularly.
- Examining all financial reports and data closely to check for discrepancies.
- Creating systems to prevent errors in data collection and calculations.

#### **Position**

Company

Job Period

#### **Internal Auditor**

AMRDO

from Nov, 2009 to Oct, 2011

#### **Key Responsibilities**

##### **Risk Management**

- Develop an assessment framework that brings together the assurance quality of activities of organization where they relate to the risk register and report against this to Finance & Audit Committee.
- Support staff and liaise with senior management team where risk maps are required for specific programmes.
- Ensures compliance with established internal control procedures by examining records, reports, operating practices, and documentation.

##### **Internal audit**

- Present an annual internal audit plan by reference to risk management framework to Finance & Audit Committee for their approval.
- Develop and maintain the Internal Audit Procedures to ensure that best practices are taken.
- Monitor the implementation of any recommendations.
- Identify common features across audits and proposing appropriate systems improvements.
- Report to CEO on the result of internal audit work under the joint agreement.
- Provide recommendations and training to finance/Accounts staff on internal control procedures and auditing.

#### **Accounting and ERP Packages**

- |  |                          |                   |             |
|--|--------------------------|-------------------|-------------|
| ◆ Dynacom Accounting   | ◆ Verge Financial System | ◆ Quick book      | ◆ Peachtree |
| ◆ Field Accounting System (FAS)                                      | ◆ Salesforce             | ◆ ABACUS Dynamics | ◆ Tally     |
| ◆ Advance Functionality of Microsoft Excel, Power Point              | ◆ XERO Accounting        |                   |             |
| ◆ Technical and Administrative Management Information System (TAMIS) |                          |                   |             |

#### **Trainings/Courses/Conferences Attended**

- **"Financial Accounting System (FAS) Training"** held in July 2016 at DAI, Karachi, Pakistan.
- **"Ethics Training"** held in July 2016 at Development Alternatives Incorporated, Karachi, Pakistan.
- **"Preventing Harassment in the global workplace"** held in July 2016 at DAI Karachi, Pakistan.
- **"DAI's Field Internal Audit and Procurement Training"** Training held by Development Alternatives Incorporated, Islamabad, Pakistan. From Jan 31 to Feb 05, 2016.

- **"Certified Management Accountant"** Training from Institute of Management Accountant, Karachi, Pakistan. From 23rd to 23rd July, 2014.
- **"Internal Quality Audit"** Training at International Royal Cert, Islamabad, Pakistan. From 25th to 26th April, 2011.
- **"Professional Accountant Program"** Training from The Educators in Commerce, Hyderabad, Pakistan for 15 days in feb 2008.
- **"Internship"** Internship from National Bank of Pakistan, Fatima Jinnah Branch, Hyderabad, Pakistan, from 02-06-2008 to 31-07-2008.

### Key Learnings

- Attended a course on VAT, Income Tax, WHT & Transferring Pricing.
- Knowledge of Accounting Principles, Practices & Procedure and Accounting Standards. Vast experience in handling Accounting till finalization, Statutory Auditing, Internal Auditing & Taxation (VAT. WHT, TP, Income Tax.
- Vast experience in developing & implementation of internal controls.