

FAISAL MEHMOOD

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PROFILE

Strategic and analytical financial professional with 7years of success in financial reporting, analysis and project management. Accomplished and result-oriented professional who consistently meets deadlines and increases company revenue. Highly skilled at increasing productivity through detailed cost analysis. Thrives in high- pressure environments, excellent financial reporting, budget forecasting, management and team building skills. Superior analytical skills, practical at drilling down to transaction and work flow details in support of process and profit improvement.

SKILLS

Accounts	Financial Modeling, Variance Analysis, Risk management, TimeManagement
Database	CRM
Operating system	MS Excel, Word, Power Point
Technology	Tally ERP9, Quick Books, VGS,
Specialization	Customer services & Handling, Budgeting & Cost controlling, Inventory Controlling Capex allocation & Implementation, P&L Review, Employee coaching & Training

EXPERIENCE

Meraas

Account & Operation Manager

September 2019- July 2020

United Arab Emirates-Dubai

- Facilitated month-end close processes, invoicing journal entries and account reconciliation.
- Audited internal financial processes on a quarter basis.
- Creating monthly Spending reports and report to management.
- Managing Petty Cash to running the expenses in efficient manners.
- Collecting revenue from all running heads and reporting to management daily, weekly and monthly.
- Preparing budgeting various reports weekly, monthly.
- Controlling inventory, Taking audit on weekly and monthly basis.
- Managing company current and Non-Current assets in efficient manners.
- Collection of revenue from business third parties. Generating corporate revenue for growth of Company by Team Building, Events.
- Managing staff payroll, HR and admin related heads for goodwill of company.
- Preparing financial reports, P&L, statement of accounts, Cash Flow reports for company.
- Managing vendors and third parties for generating revenues.
- Managing company assets in efficient and effective way. Preparing budgeted reports for company running events.

QBG Facilities Management

Project Accountant

July 2019 - Aug 2019

United Arab Emirates-Dubai

- Recording acquisition of Assets, charging depreciation and preparing financial records.
- Supervising the Accounts Payable with verifying and approving payments as per schedule.
- Monitoring daily collection of cash/Cheque of various heads.
- Creating reports for senior management with metrics on tenants' statistics, past-due payments.
- Draft and code vendor invoices and past-due letters for tenants.
- Process tenant's payment and update in system.

- Managing all documentation and report on behalf of management.

Done Events

May 2019 - Jun 2019

Senior Project Accountant

United Arab Emirates-Dubai

- Exercise control and diligence for utilization of company's funds in the best interest.
- Monitor the financial performance of the operations and recommend improvements.
- Review and endorse the financial reports, checking for accuracy and ensuring adherence to international financial standards; lead preparation of variance reports.
- Develop and monitor required controls over documentation and the relevant systems actions.
- Manage the budget process, participate in relevant discussions and set year-end targets, challenging assumptions to improve its overall performance.
- Oversee the revision of timely and accurate analysis of budgets, financial trends and forecasts.
- Provide all necessary clarifications and endorsements to external and internal auditors.
- Support the evaluation and redesign of the operating and administrative policies, procedures and processes.

Meraas

September 2018 - April 2019

Senior Accountant

United Arab Emirates-Dubai

- Effectively manage the Finance department and collaborate with other senior management team in order to provide the highest-quality support to the Finance Director.
- Ensure appropriate controls are in place including controlling expenditure and commitment approval procedures and ensure adherence to budgets and business plans.
- Manage working capital efficiently, maintain a documented system of accounting policies and procedures.
- Support and ensure timely and accurate financial and Shareholder reporting.
- Design and implement processes to improve and speed-up cash in-flows.
- Focus on strategic themes for the financial perspective that includes revenue growth and mix, cost reduction, productivity improvement, asset utilization and investment strategy.
- Perform Data Mining and Analysis to establish trends and correlation with strategic initiatives.
- Support of the CFO, the Business Unit leadership team and the related Commercial team for all financial and business economic matters with timely, transparent, accurate and comprehensive reports.
- Provide consolidated business plan / budget / forecast and actual data.

Delta Trading

May 2015 - Aug 2018

Senior Account Supervisor

Pakistan-Lahore

- As a senior accountant design and create weekly and monthly spending reports.
- Coordinate with underwriters, lenders, loan managers and securitization teams to manage portfolios.
- Handle financial cost and benefit analysis for diverse marketing campaign projects.
- Oversee investment portfolio analysis and broker verification.
- Analyzed legal documents, insurance policies and corporate contracts.
- Work with an auditor of a company to ensure proper scrutiny of its accounts and that ample documentation for expenditures and revenues are present.
- From the details in the business accounts and its financial records, prepare annual financial statement.

Pakistan Telecommunication Limited

April 2014 - April 2015

Account Supervisor

Pakistan-Lahore

- Monitor and analyzed key performance indicators KPI and financial ratios.
- Analyzed pricing and sales for all business products.
- Executed and reported variances with gap analysis. Streamlined spending analysis to a more accurate, efficient and automated process.
- Identified operational process inefficiencies and improvements.

- Analyzed utilization and capacity against performance goals. Audit internal financial processes on a quarter basis.
- Facilitated month-end close process, invoicing journal entries and account reconciliation.

The Educators

Accountant

January 2014 - March 2014

Pakistan-Lahore

- As senior Financial officer provided financial and administrative support to colleagues, clients and stakeholders of the business.
- Play role for attracting applicants and keen to move up the financial corporate ladder.
- Manage the budget process, participate in relevant discussions and set year-end targets, challenging assumptions to improve its overall performance.

EDUCATION

Institute of cost and Management Accountant

ACMA

Managerial Level

2015 - 2018

Pakistan-Lahore

Punjab University

Bachelor of Science, Computer science

2012 - 2014

Pakistan-Lahore

CERTIFICATION

Appreciation Certificate

The Boy Scouts of America

Dec-19

Appreciation Certificate

WADI BIH RUN

Nov 19

Appreciation Certificate

HATTA WADI HUB

April 19

Quality Management system Design and Auditing

PTCL

Jan 2015

Customer Services Relationship and Management

PTCL

Jan 2015

IELTS

University of Engineering and Technology Lahore

May 2013

HONORS

Inspirational leadership

Institute of Business and management UET

Feb 2011

Career planning and Development

Institute of Business and Management UET

Feb 2011

Management of change

Institute of Business and Management UET

Feb 2011

TRAINING

- Fire Alarm, Fire Fighting & Evacuation
- Basic Health & Safety Procedure
- Guest courtesy & customer handling
- Personal grooming & Hygiene
- Handling guest complaints
- Customer Services
- Cash handling and management

LANGUAGE

English