



Mohammed Shoab Arabi

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SILHOUETTE

Accomplished qualified accountant, of proactive, self-discipline, self-motivated and result oriented approach, with ACCA, CA inter and B.Sc. in applied accounts qualifications. I have served as a Finance Manager to the designation of Managing Director capacity with proven expertise of driving a loss making business to new heights of profitability through automating complex processes and communicating directly with the clients to cater their specific needs. This was achieved with the help of successful costing and performance analysis with principles such as Kaizen (continuous improvement), Just in time and MBO. The success was brought through ensuring accurate monthly and annual management accounting system with comparison of reports with previous years and budgeted records / values, using ERPs such as Intuit-Quickbooks, Sage-Peachtree etc along with the efficient use of Microsoft Office (including Advanced Excel). These principles lead to process efficiency, manufacturing efficiency and wastage control leading to cost reduction with quality improvement. I have proven management and leadership skills in managing human resources and capital resources including the cash flow liquidity and investment decisions. Have in-depth grip of the finance model not only with more than 10 years of practical hands on experience but also have the experience of teaching those principles to various students along with applying them to self employed businesses and stock market investments.

KEY PERFORMANCES

- Better **Budgeting, Forecasting** and **Cashflow** management lead to savings of 25% in financial charges.
- Efficient **collections** and **recovery** procedures and planning lead to 40% decrease in outstanding accounts receivable and Customer's aging from 180 days to 90 days.
- Advanced **costing** and **pricing** initiatives helped in decrease in cost to around 30% with making a loss making company to highest profitability in company's history. With sales increasing 5 times.

- Have worked in **remote** environment reporting and managing teams.
- Experienced in various **ERP** solutions and **Automation** procedures.

CRITICAL INFO

Driving License: UAE License
 Experience: 14 yrs experience .
 Notice Period: Immediate
 English Proficiency: IELTS Band - 8

AREAS OF KNOWLEDGE

◦Intuit-Quickbooks	◦SAGE-Peachtree
◦Automating complex process	◦Self motivated & disciplined
◦Accounting Cycle	◦Leadership Skills
◦Accounts Reconciliation	◦Writing Plans / Reports
◦Ledger Maintenance	◦English proficiency
◦Annual / Monthly Management reporting	◦Team player
◦Budgeting / Financial Controls	◦Audit Compliance
◦Financial Statement Preparation	◦Performance Management.
◦Financial Information Management	◦Internal Audit
◦Account Receivable Management	◦Account Payable Management
◦Corporate Law	◦Business Taxation
◦Project Finance	◦Import/Export
◦ Finance Analysis	◦Inventory Mngt / valuation
◦I.T. / Computer Literacy	◦Fund Management
◦Cash flow Management	◦Variance Analysis
◦IFRS / IAS	

ACADEMIC CREDENTIALS

Oxford Brookes University (U.K.)

B.Sc. (Hons) in Applied Accounting – Graduation in Finance

The Association of Chartered Certified Accountants (ACCA – UK board of Chartered Accountants).

Professional stage (Cleared 11/14)

Institute of Chartered Accountants of Pakistan (ICAP).

CA Foundation Exam Part-I (FE-I) cleared.

Karachi University.

Bachelor of Commerce (B. Com) – Graduation in Finance

University of Cambridge Local Examination Syndicate (UK).

A' levels in Accounting, Economics & Mathematics.

University of Oxford/London (UK).

O' levels in Science/Commerce subjects

CAREER REPORT

Manager Operations & Finance

Jan13 till Date

Al Saad Metal Coating, Ajman, UAE.

A fully automatic powder coating plant with cutting edge technology. Has managed this company with a professional perspective. Had the opportunity to see and operate the whole company, therefore developed the ability to see a business in a wider perspective with developing the ability to create synergy between different departments. Working in ERP environment. Following are the few **achievement achieved** and documented in the organization.

- Implementation and supervision of VAT regulation and procedures.
 - The company was transformed from a loss making organization for last 6 month to a profitable company with a net **profit margin of around 20%**
 - The average sales of the last five years **was increased by around 30%**
 - Preparing, Monitoring, reporting and controlling budget to assure achievement
 - Assist in the development of financial policies and procedures and ensure compliance
 - Carry out financial compliance audits and make recommendations for improved governance to mitigate risk.
 - Act as super-user for financial ERP systems.
 - Identified the basic cost centres and worked on the aspect of cost efficiency with different short, medium and long term methods.
 - Working closely and coordinating with various departments such as sales and marketing.
 - Prepares special financial reports by collecting, analyzing, and summarizing account information and trends.
 - The bad cash flow position of the company was controlled and the old payable and suppliers were regularized with most of the debt being paid.
 - Better internal controls were implemented.
 - Policies and procedures for streamline process without duplications and time delays were initiated.
 - The company accounting was made computerized with the ERP environment.
 - Better and realistic pricing method was introduced. Being a service oriented business with various fixed, semi-variable and variable costs this was one of the primary issues of the business.
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Finance Coordinator

Jun11 to Oct 12

Rastgar Engineering Company (Pvt) Ltd.

Being the largest automobile parts exporter of Pakistan, the complete profile of the company could be checked from its site www.rastgar.com. This multinational company with its unmatched state of art technology countywide, has workforce of 400 workers and has the capacity to convert iron ore to international standard export quality safety critical auto parts.

As the coordinator of Finance department which has the strength of around 20 professionals, have the responsibility of directly reporting to the Finance Director. The duties include but are not limited to:

- Fund Management with special emphasis on reduction of finance cost
- Prepares special financial reports by collecting, analyzing, and summarizing account information and trends.
- Assist in the development of financial policies and procedures and ensure compliance
- Working in Oracle based ERP environment.
- Coordinating with internal and external auditors.
- Supervision and organisation of the financial team.
- Analysis of monthly figures from business units compared to budget and last year and recommendations on improvements in efficiency.
- The weekly cash flow forecasting with consolidation of departments and activities. Along with the variance analysis of the actual and forecasted.
- Foreign Exchange Management related to maintenance of foreign exchange contracts (LC and TT) and recommend action on the contracts on due dates.
- Assisting the annual external audit .
- Arranging finances for the company and ensuring smooth flow of funds on different situations.
- Liaison with banks from initialization of new facility to daily operational correspondence
- Interaction with the State Bank of Pakistan officials from time to time.
- Supervising the operational accounting entries and petty cash related working, including tax and various other issues.
- Various financial analysis and reporting on different real life situations and opportunities.

Senior Accounts Officer

Aug07 to May11

Dr. A.Q. Khan College (Bahria Town)

Has been working for this institute, being the project of Bahria Town, as an auditor – cum- Accountant. Few of the main responsibilities are as follows:

- Conversion of manual accounts into computerized accounts
 - Upkeep of income and administrative expenditure
 - Over viewing the posting system in Cash Book
 - Internal auditing on quarterly basis.
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Accounts Manager

May05 - Feb06

Memon Associates

Reporting ultimately to the Directors and dealing with the staff of around 50 staff members. Being the chief accountant of the accounts department of 10 staff members of the organization of capital of around 200,000,000 this company which deals in electronic devices such as Security systems ranging from different security cameras to its various accessories along with various PABX systems all the account and related issues have been my responsibility. It is also a large importer of branded cables. The company although has been existing for last 35 years but the major financial side of the accounting has been initialized by me along with all the stock related recording and control. The key responsibilities are:

- Managing and auditing three companies various accounting within the company
 - Preparing monthly annual reports such as debtors ageing report, Monthly Profit and loss accounts and cash flow statement,
 - Initializing and supervising the stock system of the company along with managing three accounts assistant related to Stock.
 - Supervising and scrutinizing all the bank and tax process of the company
 - Also has been in charge of all the recovery matters and supervising the recovery staff.
 - Managing the petty cash personnel and all the related duties.
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Main Accountant

Sep 04 - Apr05

Child Aid Association

Reporting ultimately to the treasurer of this NGO and dealing with the staff of around 40 staff members. Being the only accountant of an organization of annual accumulated funds of around Rs.50,000,000 and the organization being audited by Pakistan's best audit firm Ferguson, Chartered Accountants, all the aspects of accounts according to the international standards are being look forward by me, which includes

- Computerized the accounting system which was part manual.
 - Initiating and maintaining the credit control system.
 - Producing quarterly budgets and annual reporting.
 - Dealing in the procedures of all the income tax and sales tax deductions.
 - Dealing with all the related aspects of petty cash as well as banking aspects.
 - Maintaining the accounts from voucher making to the final accounts.
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Accountant

From March 2003

Q's Cuisine Restaurant, Dubai, U.A.E.

Having initiated all the accounting procedures as the restaurant was a new project of **City Towers group of industries**. The work included the following:

- Costing of different products
- Dealing with the different aspects of credit card billing and charges deductions
- Daily sales reporting
- Looking after the internal controls and doing the internal audits of the different aspects of the restaurant.

OTHER QUALIFICATIONS

Have achieved **8 Band in IELTS**.

PC FAMILIARITY

- Have worked on SHMA customized computerized accounting software.
- Expertise in Microsoft Office including **Ms Excel & Ms Word**
- Expertise in accounting softwares including **Quick Book & Peachtree**

OTHER EXPERTISE

Have been teaching to **O/A levels, CA Foundation, ACCA and BBA** students since 1992

PERSONAL FACTS

<i>Date of Birth</i>	: 2 nd June 1976
<i>Marital Status</i>	: Married
<i>Passport no.</i>	: AC1933311
<i>NIC no.</i>	: 42301-0989331-9
<i>UAE Driving License</i>	: Yes.

INTERESTS

Cricket, Physical Fitness, Islam.

OTHER KNOWLEDGE

- Have been related to a self business of automobiles spare parts manufacturing
- Have run a contract in PIA in Karachi regarding the electronic typewriters and photocopiers repair and maintenance.
- Have been investing actively in Karachi Stock Market.