

SYED ZAMIN RAZA

PERSONAL INFO

Name : Syed Zamin Raza
Nationality : Pakistani
Date of Birth : 30-09-1976
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QUALIFICATION & CERTIFICATES

- ❖ B. Com 1999 University of Punjab
- ❖ CMA 2007: Associate Member of the Institute of Cost & Management Accountants of Pakistan (ICMAP), www.icmap.com.pk
- ❖ CA Inter (The Institute of Chartered Accountants of Pakistan) www.icap.org.pk
- ❖ Advanced Diploma in Management Accounting from CIMA, UK (Chartered Institute of Management Accountants). www.cimaglobal.com

WORKSHOPS/ SEMINAR

- ❖ Seminar attended on "Islamic Banking & Finance" from ICMAP.
- ❖ Workshop attended on "Financial Modeling-Advance Excel" from ICMAP.
- ❖ Workshop attended on "Time Management is Life Management" from ICMAP.

IT SKILLS

Good command in MS Word, PowerPoint, Visio, Project & Excel. Tally ERP 9, Quickbooks, Peachtree, SAP, FICO, VISSAC.

EMPLOYMENT HISTORY (More than 18 Years of experience in the Accounts & Finance)

DEC 2014 TO MAY 2023,

Accounts Manager, Dimensions Engineering Consultants, Dubai, UAE.

<http://dimensions-ec.com>

Responsibilities:

- Preparation of financial statements/management reports (Balance Sheet, Profit & Loss & Cash Flow) on a monthly basis.
- Monitor Company's cash position and daily transactions with the bank including collection, deposit and other arrangements with Banks as per the requirements.
- Coordinate with the banks and obtaining the bank facilities.
- Responsible for overall accounting functions from GL preparations and posting, account reconciliation, bank reconciliation etc.
- Overall responsible for preparing the books of account for the audit and assisting the Auditor to conduct the Audit process.
- Preparation of monthly invoices, bills, payments, handling petty cash.
- Company Projects analysis.
- Collection of outstanding receivables through issuance of account statements, periodic follow from concerned Project/Technical Team members and Clients.
- Reviews accounts payable bills/invoices and process payments upon approval.
- Reconciliation of debtors and creditors accounts on monthly as well as on need basis and preparation of their statement of account.
- Manage monthly payroll processing and preparation of staff's final settlement, annual leave, over time and other staff payables as per the company policies and UAE Labour Law.
- Other relevant and challenging tasks provided by the company higher management.

References will be furnished on request.

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AUG 2012 TO OCT 2014,

Manager Finance & Accounts, AJC Company, Islamabad, Pakistan.

Responsibilities:

- Preparation of financial statements, A/R & A/P management.
- Provided assistance in special projects.
- Delivered all financial requirements of the business.
- Provided on-going improvements to the finance operation to enhance the effectiveness and efficiency of the department.
- Provided audit requirements to audit firm
- Performed ad hoc duties / reports supporting the Financial & Accounting matters.
- Supported management and Finance Director on preparation of budget, performance summary and review of variance analysis
- Compliance with IFRS and local laws

SEP 2007 TO JULY 2012,

Chartered Accountants, AVAIS HYDER LIAQUAT NAUMAN, Islamabad, Pakistan.

<http://www.rsm.global/pakistan/>

OTHER EMPLOYMENT

- February 20, 2011 - August 08, 2012, Manager Advisory Wing
- February 20, 2008 - February 19, 2011, ICAP Trainee Student
- August 01, 2007 - February 19, 2008, Consulting Associate/ Manager Consulting,
- Dec 2006 to Aug 2007, Assistant Manager Consulting & Finance in Euroconsult Pakistan.
- June 2004 to October 2006, Assistant Accountant in Shadman Group (Textile Industry)

Key Achievements Include: Successfully completed the following Donor & Government Funded Projects Benazir Income Support Programme (BISP), a World Bank Funded Project awarded to AHLN worth over PKR 450 Million (above 4M \$); Worked as Key Staff Member (Consultant to BISP) & as Manager Operations & Finance in National Rollout of Poverty Scorecard Survey for National Targeting System for BISP. **Key Activities Performed, including but not limited to, were as follows:**

- Preparation of proposal document, inception & final report.
- Budgeting, forecasting, funds management, allocation & variance analysis.
- Internal management reporting, invoice issuing, receivables and payables management.
- Presentation to client on up to date progress.
- Hiring, training & capacity building of staff.
- Ensured timely completion of project activities.
- Prepared and implemented risk management plan and issues resolution.
- Liaise with internal auditors to ensure efficiency and compliance
- Continuous review of existing policy and procedures and recommended improvements.
- Implemented project close out plan.

Also accomplished the following main projects at AHLN:

- Feasibility Study of Euro Beverages (Pvt.) Ltd (beverage industry).
- Technical/ Compliance Audit of Automotive Assemblers/ Manufacturers (automobile industry).
- Third Party Validation of Reforms in Respect of Teachers Attendance, Provision of Free Text Books and Stipends to Girls Students (Govt. funded project).
- External Program Audit of Devolution Trust for Community Empowerment (DTCE, Govt. funded project).
- Municipal Finance Study in five City District Governments of Punjab (Govt. funded project).