

Yasir Saeed
(FCMA)

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Professional Summary

- UAE experience of 1.5 years in FMCG company having turnover of 100 million.
- A professional accountant with 12 plus experience of working as finance manager in manufacturing and trading sectors.
- Hands on in managing receivables, payables, banking, taxation, inventory and costing.
- Proficiency in filing of corporate tax, sales tax, withholding tax and VAT returns.
- System pro experience in implementing ERP AP, AR, inventory, production and sales modules.
- Advance user of Quick Books and Zoho Books software.
- Practical knowledge of understanding production processes and calculating product costs and wastages.
- Negotiated short term loans, running finance, fleet finance and asset-based finance.
- Advance skills in using Microsoft Excel. Proficient in using pivot tables and formula functions.
- Experience in closing books of accounts.
- Excellent MIS skills for cleaning and reporting any data in appropriate format.

Work Experience

Finance Manager

Al Rahi Meats Supply Factory LLC

(Nov-2023 to Present)



Job Responsibilities

- Ensure proper posting of AP bills, payments, AR receipts, petty cash and expenses.
- Approve purchases orders, AP bills, AR credit limits, inventory adjustments and credit/debit notes.
- Make monthly budgeted cash flow and daily actual cash flow report to keep track of inflows and imports/local supplier payments.
- Monitor AR ageing report on weekly basis. Ensure that collections are a per credit terms.
- Prepare sales and purchase working for VAT and file VAT on quarterly basis.
- Verify vendor invoices and supporting documents for payments.
- Use online banking portal and make local and foreign payments.
- Monitor daily cash closing, PDCs and CDCs report.
- Review customers and vendor documents at opening of account.
- Track inventory transactions including stock transfers, inventory adjustments, Delivery Notes, GRN, PO, production job orders and wastages.
- Calculate demurrages on the import shipments.
- Pay monthly short-term loans installments. Keep track of outstanding.
- Negotiate contracts like leasing, construction, service agreements and equipment installations.
- Make MIS reports like product/salesperson/item/customer wise margins, vehicle efficiency, ageing, high/low margin products, input/output efficiency.
- Check daily reports of draft invoices, cash flows, bank statements, imports, collections, cash sales, credit sales, van sales, cash in hand, petty cash, stock and production.
- Review monthly payroll and review final settlements.
- Coordinate with other departmental managers to streamline work in line with the policies of the company.

- Lead the process of monthly closing of books of accounts and prepare monthly financial statements.
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Financial Controller

Pakistan Packages/Vantage denim

(Feb-2015 to Sep-2023)



Job Responsibilities

- Manage finance department of six accountants.
 - Review daily reporting on banks, cash flows, sales, cash in hand, collections, production, stocks, receivables, payables and taxation.
 - Negotiate short term loans, running finance, project financing and fleet finance.
 - Perform the process of machinery import including bank approvals, import clearing and payments.
 - Lead the garments export operation including reviewing LCs, payment terms, shipping terms, BL draft, BL endorsement, preparing shipment documents and clearing. Take sales tax refunds and export rebates.
 - Prepare exports shipment profit loss, order pre-costing, receivables ageing and inventory reports.
 - Finalize the preparation of working and filing of sales tax and income tax return. Ensure withholding taxes as deducted as per tax law.
 - Implement ERP system in carton manufacturing company from concept to going live. Modules include ordering, production, inventory, payables, receivables and general ledger.
 - Prepare working capital requirements, cash flows report and arrange additional financing.
 - Make carton factory project budgeting (CAPEX), monitor progress and present actuals time to time.
 - Calculate production costs, product costs, inventory consumptions and wastages.
 - Complete the legal documentation process of new companies including registering for incomes tax, sales tax, service tax and utilities.
 - Coordinate and close the legal notices from tax authority.
 - Close the books of accounts and prepare monthly and annual financial statements.
 - Coordinate with external auditors for audit of financial statements.
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Accounts Manager

Dawood Fabrics

(Apr-2012 to May-2014)



Job Responsibilities

- Implement QuickBooks as an accounting system.
 - Prepare sales, purchase data and filed VAT, withholding tax and corporate tax returns.
 - Process vendor and petty cash payments.
 - Prepare daily cash and bank projection report.
 - Successfully managed AP, AR, inventory, banks and cash.
 - Prepared monthly bank reconciliation statements.
 - Performed month end closing and prepared financial statements.
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Depot Accountant

Muller & Phipps Pakistan (Pvt) Ltd.

(Aug-2007 to Aug-2009)



Job Responsibilities

- Follow up on receivables ageing report with sales staff and resolve issues.

- Place cash demand to head office and monitor petty cash payments.
 - Monitor cash is in order and manual cash book is prepared on daily basis.
 - Ensure that any cash/cheque receipt from customer is deposited in bank on daily basis.
 - Prepare monthly bank reconciliation statements of collection and petty cash accounts.
 - Conduct stock audits of pharmaceuticals and consumer goods.
 - Enter data of collections, petty cash, overtime and payroll.
 - Coordinate audits with internal and external auditors.
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Professional Qualification

- **Chartered Management Accountant (CMA)** from ICMAP completed in November, 2011.
- **Bachelors of Commerce (B.Com)** from University of the Punjab completed in June, 2003.

Certifications/Workshops/Trainings

- VAT in the UAE: Principles and Application. | Advance Excel for Data Analysis, Financial Modeling.
- Data Modeling for Power BI. | DAX Functions. | Microsoft Dynamics GP 2010. | Oracle Financials GL & FA.

Memberships

- Fellow member **FCMA** Institute of Cost and Management Accountants of Pakistan.
- **Member** Toastmaster International USA.

Volunteering

- **Secretary** – Corporate Relations Committee at ICMAP 2018 - 2021