

Syed Sikander Ijaz Gillani

M.B.A Accounts and Finance 5+ Years' experience

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Al Nahda sharjah, Dubai.



Visa Type: Resident Visa (Expiry 8th August-2025)

Availability to join: On Immediately basis

PROFILE SUMMARY

Offering exceptional over 5 + years of exposure. Experienced in all aspects of Finance & Accounts

Core competencies:

Accounts Payable|| Accounts Receivables||Bank reconciliation (BRS)|| Budgeting, Forecasting and reporting|| Ratios Analysis|| Financial Reporting & Analysis|| Handling Cash|| Calculation for Free/ available Cash flow|| Financial Strategy| QuickBooks|| Tally|| Strategic & Financial Management|| Strategic & Financial Planning|| Change Management|| Making Internal Controls|

A seasoned, meticulous, & results-oriented Finance & Accounts Management Specialist with exposure in driving and balancing financial efficiency and leading a multi-arm financial spectrum, including developing sound financial policies, procedures, and systems. Implemented stringent financial operations leading to more transparency & saving money for the company.

Proven success in steering finance and accounts functions; reworking business/ finance models to achieve organizational and growth objectives; facilitating turnaround management initiatives.

Possesses robust financial control and reporting skills and ensures that all statutory and corporate obligations are met. Excellent understanding of collating and interpreting accounting data to determine financial performance, organize information, and communicate clearly and helpfully. Persuasive and Tenacious Leader with a proven track record of sharpening efficiency and bolstering growth as an executive driver for achieving positive business results.

WORK EXPERIENCE

March 2020 – June 2023 with FMCG Distributors.

Succession Path

- July 2020 – June 2023 as Deputy Manager Accounts & Finance
- March 2020 – June 2020 as Assistant Manager Finance

Worked as Deputy Manager Finance

Key Duties

- **Accounts Payable (A/P):** Checking Vendor's bill by following Three way matching principle and recording payable in ERP. Preparing Vendor's aging report and arranging funds in Bank's Clearing Account for paying to Vendors within credit limits mentioned on approved Purchase order. Drafting & Printing cheques ensuring compliance with Law. Maintaining Vendor's files and Reconciling their ledgers periodically. Paying petty expenses by Cash following company's policies & procedures. Calculating and Paying Salaries of 100+ employees.
- **Account Receivable (A/R):** Recording Sales invoices based on Delivery Challans and Service orders and issuing to customers. Making & Reviewing monthly/ fortnightly debtors' aging after reconciling with Customer's Ledgers and conducting meetings with recovery team for timely recovery of payment. Authorization and review of all receipts vouchers. Ensuring that concerned invoices are closed with receipts. Analysing major movements to timely identification of discrepancies & other issues in recovery.
- **Financial Operations & :** Directing all financial operations to ensure financial data is as accurate & timely as possible. Significantly contributing to getting the manual activities. Formulating of different MIS reports departmental / segment-wise as required by management. Making Forecasted Financial position, P&L, and Cash flow statements based on future trends and prospective and market research.
- **Budgeting & Forecasting:** Responsible for overseeing budget process (Revenue, Capital & Revenue Expenditures) and comparing company's actual performance with forecast. Suggesting corrective measures, Implementing performance matrices. Analysing the variances mentioning the reasons and recommending the possible revisions in forecast of next period.
- **Financial planning & Support:** Developing, recommending, and directing all short-term and long-range financial plans better. Exploring profitable opportunities following NPV/ IRR/ Profitability indexes and reworking the finance models (Debt/ Equity) to achieve Company's short & long terms objectives.
- **Team Management:** Leading and guiding the finance team, ensuring appropriately motivated and developed to carry out their responsibilities to the required standard. Managing Five other region's finance teams and resolving their issues remotely. Guided other department's staff by answering their queries and conducting informational classes for them

Worked as Assistant Manager Finance

Key Duties

- Shouldered with the responsibility for planning and executing a company's financial duties and projects.
- **SAP B1:** Recording Journal Entries (J/E), Bank Receipt (BRV) and Payment Vouchers (BPV) in SAP Business One. Proper hands on Sales A/R, Purchase A/P, Inventory and Banking modules of SAP.
- Prepared budgets, income statements, balance sheets, tax returns (VAT, Corporate and withholding taxes), and reports as required by regulatory authorities.
- Drafted procurement processes and signed off on purchase indents/ Purchase orders.
- Maintained Fixed assets register and periodically physical verification of assets with SAP records.
- Managing store's personnel and resolving his queries related to store. Physical verification of Inventory with SAP records.
- Created new internal control system for A/R, A/P and Store department, discussed with Management and applied after approval. Monitored and maintained these new policies and procedures in the finance department.
- Conduct a cost-benefit analysis to address unique business questions (buy or lease etc.)
- Organized financial statements, reports, and forecasts for the business to ensure financial stability.
- Making Product wise costing for imported/ locally manufactured items and getting Goods receipt recorded in SAP.
- Estimated short and long-term financial objectives by setting performance targets.
- Compiled financial reports and supervised month-end processes.
- Managed and monitored metrics, KPI tracking, and reports for the financial department.
- Evaluated the financial performance of the organization and measured returns on investments (ROI).
- Provided training to staff members regarding financial processes.

January 2018 – March 2020 with Heaven Marketing Company

Succession Path

- January 2018 – March 2020 as Senior Accountant

Key Duties

- Maintaining records for Construction Contracts and recording revenue of projects on completion basis.
- Worked on Financials, Sales A/R, Purchasing A/P, Banking & Inventory module of SAP business one.
- Pays vendors by monitoring & verifying federal ID numbers and checking Active/ Inactive status in the tax regime.
- Organized financial accounts and compared actual with budgets & last year's actual (product wise & consolidated).
- Complied with all federal, state, and local protocols, including legal requirements, and interpreted new and existing legislation.
- Focused on tax compliance, state business registration, and contract review.
- Created and analysed liability, asset, and capital accounts by compiling electronic data and required documentation.
- Summarized and prepared financial status and transactions reports, including Profit and Loss statement, and other necessary reports. Created a Standard Operating Procedure (SOP) manual for accounting policy and regulations and rolled out reconciliation procedures.
- Provided management with reports that specify and compare factors that affect prices and profitability of products or services.
- Assessed the financial data, identifying key issues to maximize profits/ minimize expenses; provided monthly management reports to senior management with analysis to support long-term/short-term business planning.

EDUCATION

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| • M.B.A (HUMAN RESOURCE) | from the Islamic university of Pakistan 2020 |
| • Bachelor of Commerce (B.COM) | from the Islamic University of Pakistan in 2017 |
| • Intermediate of Commerce (I.COM) | from BISE, Lahore in 2015 |
| • Matriculation | from BISE, Lahore in 201 |

Well-versed with Technical Skills:

- SAP Business One
- MS Office Applications (MS Excel/ MS Word)
- Tally, QuickBooks & Peachtree Accounting Software
- Customised Accounting & Payroll Software

PERSONAL SNIPPETS

Language Known: English, Urdu/ Hindi

Passport No: As4702483 (30st Mar 2024)

DOB: 06th Sep 1996