

Shahzad Hassan Sheikh

Dubai – United Arab Emirates

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PROFESSIONAL SUMMARY

I have experience in over all accounting/administration & operations in the fields comprising financial institutions, money exchange, industrial units and entertainment organization. **More than 16 years of experience in U.A.E.** in accounts & finance, operations management professional with extensive experience in developing new business and managing branch and back office including operations/accounts activities, staff performance, productivity and high net worth client relationships. Have operating knowledge of SAP, ERP base, Tally & Peach tree software's. Can manage and handle internal & external audit. Have Knowledge of IFRS IAS & MIS reporting system.

PRACTICAL EXPERIENCE

EMPRO HOLDINGS – UAE / KSA

Jun 2017 to date

SHEIKHA MOAZA OBAID SOHAIL AL MAKTUM GROUP

EMPRO PROPERTIES LLC / EMPRO SECURITY SERVICES LLC / EMPRO PARTIES & ENTERTAINMENT SERVICES LLC / EMPRO TECHNICAL SERVICES LLC / STANDARD PETROLEUM / MUTHREF COMPANY FOR EQUIPMENTS (KSA)

Group Chief Financial Accountant

Jun 2017 to Mar 2020

Finance & Accounts Manager

Mar 2020 to Sep 2021

CFO / Director Finance

Sep 2021 to date

Awarded best Financial Controller Certificate for the year 2021-2022 from Group Chairman (**HH Sheikh Moaza Obaid Sohail Al Maktum**)

ABER GROUP – U.A.E.

ALDHAFRA EXCHANGE PSC - U.A.E.

Dec 2013 to May 2017

Acting GM Jun 2015 to Dec 2015 during the absence of GM

Operations & Accounts Manager (May 2013 to Jun 2017)

ALDHAFRA EXCHANGE PSC - U.A.E.

Feb 2011 to Dec 2013

Branch Supervisor/ Manager (Responsible to Supervised and Managed two Branches in Abu Dhabi)

AL DHAFRA FINANCIAL BROKER LLC / AL DHAFRA EXCHANGE PSC –

U.A.E.

Sep 2008 to Jan 2011

Accountant /Admin & HR Officer

PAKASIA GROUP - PAKISTAN

DAWOOD SPINNING MILLS (PVT) LTD.

Apr 2005 to Aug 2009

Lahore/Raiwind – Pakistan

Sr. Accountant/Admin Officer/IT Coordinator

IMROOZ GROUP – PAKISTAN

MILLAC FOODS (PVT) LTD

Jan 2001 to Mar 2005

Lahore / Raiwind / Karachi – Pakistan

(The 2nd largest milk powder manufacturing plant in Pakistan)

Accounts Executive/Executive Secretary / I.T Coordinator

EMI (PAKISTAN) LTD

Mar 1992 to Dec 2000

Lahore / Karachi – Pakistan (EMI Throne International Having its HO EMI Throne United Kingdom)

Branch Accountant /Admin & Sales Assistant

(EMI is one of the largest musical instruments manufacturing and recording company in the World)

PERSONAL PROFILE

Fathers' Name: Abdul Hameed Sheikh

Emirates ID: 784-1968-3250476-3

Visa Status: Residence UAE Employment

Driving License: Valid UAE

Nationality: Pakistan

SKILLS

Excellent Communication

Computer Trouble Shooting

Multitasking, Negotiation

Computer Software Operating

EDUCATION

INSTITUTE OF COST AND MANAGEMENT

ACCOUNTANTS OF PAKISTAN

Attend & Appear (CMA) Part I & II

Bachelor of Commerce (B-Com)

University of the Punjab - Pakistan

Higher Secondary School (Intermediate-

Statistics, Economics) - Pakistan

Secondary School (Matriculation-Science

Group) - Pakistan

COMPUTER COURSES CERTIFICATES

Punjab University (MPA Department),

Lahore - Pakistan

ICP Computer College, Lahore -

Pakistan

Punjab Computer Studies Centre,

Lahore - Pakistan

Star College of Computer Sciences

Lahore – Pakistan

LANGUAGES

English: Read, Write & Speak Excellent

Urdu/Hindi: Read, Write & Speak Excellent

Punjabi: Read, Write & Speak Excellent

Arabic: Read, Write, Speak initial

HOBBIES/SOCIAL/OTHER ACTIVITIES

Play Cricket for Shinning Cricket Club, Lahore 14 Years and Badminton from Lahore Badminton Club more than 10 Years.

Interested in watching news, games and documentaries, surfing on internet, reading books

- Preparing reports and financial statements.
- Managing and resolving any issues related to payroll.
- Prepares reports by compiling summaries of deductions, leaves, EOS etc.
- Updates payroll records by reviewing and approving changes in exemptions, insurance coverage, job titles, and department/ division transfers.
- **Responsible VAT returns preparation and submission for Group Companies.**
- **Familiar with Corporate Tax.**
- Responsible reconcile the supplier and customers statements of accounts.
- Responsible, check and balance cash handling and disbursements to cashier according to the payable bills.

ATTEND WORKSHOPS AND SEMINARS

- Attend different seminars in Abu Dhabi arrange by the Abu Dhabi Securities Exchange.
- Short course seminar/workshop attend at National Bank of Pakistan on foreign trade.
- Attend anti money laundering seminar in Dubai arranged by Wall Street Exchange (Agent Western Union).
- Attend different seminars on WPS system held in Central bank of the UAE in Abu Dhabi.
- Regular attending different workshops arranged by Central Bank of the UAE on WPS/UAEFTS/UAEASR systems held in Central bank of the UAE in Abu Dhabi.
- Attend one day training and learning program on **VAT** (Valued Added Tax) implementation in U.A.E. at AMITI Abu Dhabi.
- Attend anti money laundering seminar in Dubai arranged by Wall Street Exchange (Agent Western Union).
- Attend different seminars on WPS system held in Central bank of the UAE in Abu Dhabi.
- Regular attending different workshops arranged by Central Bank of the UAE on WPS/UAEFTS/UAEASR systems held in Central bank of the UAE in Abu Dhabi.

Attend one day training and learning program on VAT (Valued Added Tax) implementation in U.A.E. at AMITI Abu Dhabi.

Attend learning program on Corporate Tax Implementation in U.A.E. at Seminars conducted by ENBD & EIB Dubai.

PRACTICAL TRAININGS

- I have learnt typing and have already attained the speed of approx. 50 WPM.
- Achieved three months practical banking training from National Bank of Pakistan Chauburji Branch, Lahore.
- Achieved 2 years auditing practical training as auditor from Hashmi & Co. (Chartered Accountant) Lahore.
- Got Computer Software operating & hardware maintenance / troubleshooting practical trainings from System Engineers, Lahore Pakistan.
- Got certificate on ISO 9001 Quality Standard from Quality Concern, Karachi Pakistan.
- Attend Training on ERP "Enterprise Resource Planning through Software Management" at Lahore Chamber of Commerce & Industry (LCCI), Pakistan.

COMPUTER KNOWLEDGE/LITERACY

- Able to work in all Windows/Oracle based Software's and have working experience in computer troubleshooting, installation & configurations.
- Can operate MS Office (Word, Excel, Power point) related Software's quickly.
- Excellent excel skills, knowledge of SAP tools. Have knowledge of Networking configurations, trouble shootings and installations of windows, server, software's etc.