

SAIF-ULLAH MALIK

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PROFESSIONAL SUMMARY / الملخص المهني

An Accounts & Finance professional, **Master** in **Accountancy** & **Financial Services** with international **experience**, background reflects a diversified career in **Manufacturing**, **Trading**, **Construction, Contracting and Food & Beverages Service industry** and now seeking a challenging job in any position as;

- Finance Manager
- Financial Controller
- Financial Analyst
- Accounts Manager
- Senior Accountant

In Accounts and Finance dept. where my professional skills and experience can be utilized in well organized and professional environment.

CORE SKILLS & STRENGTHS / المهارات الأساسية ونقاط القوة

More than 15 years of experience in Accounts & Finance dept. in **Constructions, Contracting, Manufacturing, Trading & Service Industry** in **Kingdom of Saudi Arabia & Qatar** has improved my professional skills & proven track record of significantly improving delivery of job and adding to overall financial performance, and built & maintain strong relationship with customers & suppliers. And as team player, positive attitude and working efficiently are my strengths. And further;

- Strong leadership qualities, able to take charge and get things done.
- Self-Starter highly motivated & goal oriented.
- Fast learner, practical talent for seeing what needs to be done.
- Effective and complete knowledge in working with cultural difference.
- Able to concentrate & manage stress.
- Ambitious, curious & competitive
- Hard working and building relationship,
- Decision maker & leadership
- Passionating & Integrity

PROFESSIONAL EXPERIENCE / الخبرات العملية

Finance Manager – Desert King Qatar ملك الصحراء قطر Heavy Equipment Rental & Contracting WLL Doha, Qatar [Jul 2022 – Feb 2025]

- Controlling Accounts Payable & Accounts Receivables
- Following clients for invoices, booked & certified
- Following clients for payments
- Clients' Accounts reconciliation
- Controlling banks & banks reconciliation
- Preparing cash flow and monthly payments schedule
- Controlling fixed Asset and financed Asset
- Controlling salaries & Cash

Accounts & Finance Manager (Head of Employees) – Noori Food Company Ltd. شركة نوري للأغذية المحدودة (Frais & Fresh) Food Service Industry Mohammed Noori Trading Company شركة محمد نوري التجارية (Pardus Gym Wear) Jeddah, Kingdom of Saudi Arabia
[Aug, 2020 – March, 2022]

- Started with Noori Group with first employee
- Arranged interviews for the rest of team and assist owners to hire complete team
- Organized office, trained team and briefed the office staff about business
- Started to making accounting system for business
- Arranged all previous record of payments and dealing of business
- Received all order of food material and goods from foreign countries
- Billing, cash handling, obtaining sales on daily basis from Restaurants
- Dealing with Bank and complete authorization of using online banks of both companies.
- Budgeting and planning of cash flow of both companies.
- Costing of menu of food items for restaurants.
- Costing of goods for trading sector.
- Controlling Salaries and Cash
- Controlling the weekly and monthly suppliers' payments
- Preparing Breakeven point and analysis for both brands
- Preparing schedule reports for direct owners
- Handling and monitoring all the team and staff for all business activities.
- Acted as a fully authorized and independent head of employees in both brands and worked directly with owners.

Accounts Manager – Mutual Marine Services Al-Mushtaraka Ltd. شركة للخدمات البحرية المشتركة المحدودة (Specialized in Marine Claims for P&I Clubs, Owner Protection, Shipping Agency and P&I Correspondence Jeddah, Kingdom of Saudi Arabia
[Nov, 2016-July, 2020]

- Preparing Credit note for clients as per services agreement.
- Preparing the **NYK** credit notes (NYK: Nippon Yusen Kaisha)
- Preparing the **BRT, UKC & JPI** credit notes.

- Filing the **VAT** each Quarters, Controlling the **WPS** Payroll (Wages Protection System)
- Dealing with **Auditors** at end of year (Obtaining the **Financial draft**)
- Preparing monthly, quarterly and annual statements by assembling data & information.
- Preparing the reconciliation of statements of banks,
- Preparing the reconciliation of statements of clients and suppliers.
- Preparing the schedule for accruals & prepayments.
- Preparation of accurate Weekly and Monthly Accounts Reports.
- Monthly & Yearly Closing

Assistant Finance Manager – SHAZAN Premier in Construction & Al-Qadeebi & Shazan Joint Venture شركة شازن والقضيبي مشروع مشترك (Ministry of Housing Project) Group of Mohammed Binladin Companies شركة محمد بن لادن (MBLC) Jeddah, Kingdom of Saudi Arabia [June, 2015 – Sept, 2016]

- Preparing monthly Statements by collecting, analyzing & summarizing data
- Preparing financial reports & preparing budgets.
- Preparing the reconciliation of statements of banks, suppliers & subcontractors
- Preparing the payments schedule for accruals & prepayments.
- Reporting about Trail Balance on weekly & monthly basis. (Also, on demand)
- Monitors the bank, cash and other funds.
- Making the payments plans and making the project wise budgets
- Cash flow statement & Projecting analysis,
- Cash management - Cash budgeting and payments planning,
- Complete internal & external audit works
- GOSI review, preparation and payment procedures,
- Preparation, review of complete payroll with related documentation
- Letter of credit(L/C) document preparation as per bank requirements
- Fixed asset additions and disposal, asset tracking review & asset depreciation
- Accounts receivable, aging reports of receivable
- Accounts payable, aging with payment procedure and preparation of payment,

Senior Accountant – Creative Packaging Co Ltd. شركة والتغليف الإبداعية المحدودة Group of Almarbaee Holdings المربى القابضة (PSF, Printopack) Industrial City Phase 5, Jeddah, Kingdom of Saudi Arabia
[Nov, 2012- May, 2015]

- Preparing Salaries (Online Payroll) Easy Pay & Cash / Monthly Overtime
- Murahaba & ILC import & export documentation & amendment
- Controlling the petty cash funds for different sectors
- Controlling banks, cheques, TT & bank reconciliation
- Maintaining complete general ledger accounts.
- Prepares financial statements, aging report & trial balance
- Keep record of accounts Payable, accounts Receivable.
- Reconciliation of A/R and A/P statements
- Interact with external and internal auditors
- Controlling stock management and maintaining inventory stock with store keeper
- Creating and sending invoices to clients and taking orders from suppliers
- Following up on outstanding receivables

COMPUTER SKILLS / مهارات الحاسب الآلي

Professional user in following office / business software applications:

- **Focus ERP & Oracle** for Sales, Purchase, Payment, Receiving, Costing, General ledger, Trail BalanceInventory & Fixed Assets Modules.
- **Facts Financial Program & HMR System** for General ledger, Payable & Receivable
- **Quick Books** Accounting & Management Software
- **MS Word, Excel, Database** & office Software
- Professional Internet User
- Quickly get acquainted with new software / application
- Exceptional ability to quickly master on new software and apply its full range.

EDUCATION / التعليم

- **MBA-Accounts & Finance**
  COMSATS Institute of Information Technology
  Islamabad Pakistan (2009-2011)

- **B. Com** Accounts & Finance
  Baha Uddin Zakariya University (**B.Z.U**)
  Multan, Pakistan (2006-2008)

PERSONAL INFORMATION / المعلومات الشخصية

Nationality: Pakistani | Marital Status: Married | Visa: Work Visa Transferable Iqama | Current Location: **Medinah Munawwrah, Kingdom of Saudi Arabia**

LANGUAGES / اللغات

English – Fluent | Arabic – Good | Urdu – Native