

# MUHAMMAD FAIZAN DALIA

| Finance Professional - MBA (Finance) |

~ Top-Performing Finance Professional, Seeking Challenging and Growth-oriented Position in the Field Of Accounting And Finance With Rewarding Organization ~



## APERCU

- ✓ **Enterprising and dynamic finance professional** with well-rounded ownership, leadership and decision-making skills built distinguished, **12+ years record of progressive achievement.**
- ✓ Experienced in the field of **Accounting and Finance** with various **Blue-Chip Companies of United Arab Emirates and Pakistan.**
- ✓ Having **excellent knowledge of business process** and can map them to **ERP.**
- ✓ Proven track record of consistently and effectively delivering **Financial services that enhance the company's purpose and profitability.**
- ✓ Successfully contributed to the identification of opportunities for continuous **improvement of processes and practices, work processes, cost effectiveness, and productivity enhancement.**
- ✓ **Strong Interfacing knowledge** with Finance for Costing, Inventory, Sales and Purchase system modules.
- ✓ Strong Knowledge of **Auditing and Internal Control.**
- ✓ Experienced in coordinating with the **development of software requirements specifications** in order to meet the business requirements as part of **enhance process efficiency.**
- ✓ Expert knowledge in **Oracle E Business Suite 11i ERP System, Deltek Maconomy 2.2.3, Microsoft Dynamics, Tally & FoxPro.**

## INDUSTRY EXPERIENCE

- Tenure: **Sep, 2019 to Present**
- FinOps Payment Lead**  
Company: **Careem Pakistan**  
Location: **Karachi, Pakistan**



### CORE FUNCTIONS:

- Project Management
- Accounts Payable
- Taxation
- Financial Reporting
- GL Maintenance
- Reconciliations

- Tenure: **Feb, 2015 to July, 2019**
- DS MANAGER FINANCE**  
Company: **Kantar Millward Brown**  
Location: **Karachi, Pakistan**



### CORE FUNCTIONS:

- Project Management
- Accounts Payable
- Accounts Receivable
- Financial Reporting
- Administration Management
- Reconciliations

- Tenure: **June, 2012 to Oct, 2014**
- ASSISTANT MANAGER ACCOUNTS**  
Company: **Emirates Neon Group L.L.C**  
Location: **Sharjah, United Arab Emirates**



### CORE FUNCTIONS:

- GL Maintenance
- Reconciliations
- Budgets Preparation
- Payroll Preparation
- Financial Statements Preparation

- Tenure: **Dec, 2007 to May, 2012**
- SENIOR FINANCE OFFICER**  
Company: **Dawlance Group of Companies**  
Location: **Karachi, Pakistan**



### CORE FUNCTIONS:

- GL Maintenance
- Reconciliations
- Budgets Preparation
- Payroll Preparation
- Financial Statements Preparation

- Tenure: **Jan, 2006 to Nov, 2007**
- ACCOUNTS OFFICER**  
Company: **Haier Pakistan (Pvt) Limited**  
Location: **Karachi, Pakistan**



### CORE FUNCTIONS:

- Implementing FRS
- Reconciliations
- GL Maintenance

## CONTACT DETAILS

- **Cell:**  
**+92-3332451805**
- **E-mail:**  
**faizan\_saleem82@hotmail.com**
- **Current Location:**  
**Plot # 548-G-R-11, Flat # 103, Kiran Terrace, Garden East, Karachi, Pakistan**

## AREA OF EXCELLENCE

- Financial Analysis & Reporting
- Audit & Internal Control
- Corporate Accounting
- Strategic Business Planning
- General Ledger Accounting
- Budgeting & Forecasting
- Accounts Payable & Receivable
- Working Internationally

## SOFT SKILLS

- Sound Decision Making Skills
- Strong Leadership Skills
- Excellent Communication skills
- Innovative
- Strong Interpersonal Skills
- Time Management
- Valued Team Player
- Thrives Under Pressure
- Performance Driven Capabilities
- Problem Solving Skills

## LANGUAGE SKILLS

- **English** Read - Write - Speak
- **Urdu** Read - Write - Speak

## PERSONAL DOSSIER

- Date of Birth: **March 07, 1982**
- Marital Status: **Married**
- Religion: **Islam**
- Nationality: **Pakistani**
- Father's name: **M Saleem Dalia**
- Driving License: **UAE & Pakistan**
- Passport#: **BV7796512**

## ACADEMIC CREDENTIALS

- |                 |   |                   |
|-----------------|---|-------------------|
| • Year:<br>2011 | <a href="#"><u>Master's in Business Administration - MBA</u></a><br>Major: Finance<br>University: KASBIT University | Karachi, Pakistan |
| • Year:<br>2007 | <a href="#"><u>Bachelors of Commerce (B.Com)</u></a><br>University: University of Karachi                           | Karachi, Pakistan |
| • Year:<br>2002 | <a href="#"><u>Diploma in Information Technology</u></a><br>Institute: NCR Education Center Pakistan                | Karachi, Pakistan |

## EXPERIENCE HIGHLIGHTS

### KEY HIGHLIGHTS WITH CAREEM - PAKISTAN

Reportable to: **Senior Manager Finance Operation**

- Manage the day-to-day FinOps - Payment functions including: PO and Non-PO invoice processing, holds, payment cycles, reporting, records management, GL entries, month-end and year-end closing of the AP modules, and account reconciliation, performance of root cause analysis, and issue resolution related to system/personnel performance issues.
- Effectively lead the accounts payable function and demonstrate a strong partnership with Finance, Accounting, IT, business users, outsourced service providers, and suppliers all over the Careem.
- Manage all P2P staff, including hiring, training, distribution of workload, goal-setting, performance reviews, and organization structure to ensure the development of associates and review of monthly SLAs and key metrics.
- Ensure accounts payable operations comply with statutory requirements, company policies, processes, procedures, internal controls, and Finance objectives.
- Monitor key operational metrics that measure/assess accounts payable performance and drive continuous improvement.
- Work closely with finance reporting team for monthly closing schedules, Intercompany reconciliation, and monthly accruals and ensures Accounts Payable is closed on a timely basis.
- Maintaining the internal customer and external supplier feedback on AP service delivery performance.
- Provide regular communication and training on P2P & Colleagues expenses processes and systems for employees across the Careem.
- Collaborate with Supplier master Team to ensure process and systems provided is effective for Supplier's onboarding.
- Preparing various reports on a monthly & ad-hoc basis for the management on various aspects of financial management, including AP Aging Report, Advances to Supplier reports, Vendor Payments Processing Turnaround-Time (TAT) & Other financial & management reporting.

## KEY HIGHLIGHTS WITH MILLWARD BROWN – PAKISTAN

Reportable to: **Chief Finance Officer & Country Manager**

### KEY ACHIEVEMENTS

- **Won Annual Finance (Gold Award)** within the **KANTAR PAKISTAN** region in 2016 on the basis of best performance.
- **Won Best Employee** of the year Award in 2016 for annual performance.

### KEY RESPONSIBILITIES

#### • **Accounts & Finance Management**

##### • **Project Management**

- Opportunity tracking and their updating on Maconomy Portal.
- Job Order creation and absorption of job from opening to closing of work order.
- Review of Purchase Orders and validity of the Contracts.
- Coordinate with local CS team for project wise cost variances & time line.
- Preparing monthly project wise profitability report & discuss with client servicing team.

##### • **Financial Reporting**

- Fixed Asset record keeping for addition/deletion & disposal.
- Inter & Intra company reconciliation & their Cartesis reporting.
- Performed routine reconciliation reports including bank reconciliation.
- Monthly closing (Flash) & Group reporting (Cartesis) for Pakistan region.
- Supervising and monitoring of annual budgeting and other activities.
- Being Super user of Maconomy, supervising all the employees for Maconomy access level & system guidance.

##### • **Vendor Creation**

- Monitoring & control the vendor registration process for both local & foreign.
- Ensure the compliance of SOX Audit.
- Coordinate with vendors (local & foreign) for invoices & payment related issues.
- Supervise the purchase order issuance process

##### • **Accounts Payables**

- Supervise the Accounting for Vendor invoices.
- Review of payment vouchers & documents along with WHT deduction.
- Supervise the payment process to vendors.
- Monthly review the Payable Ageing Report & manage the availability of funds.

##### • **Accounts Receivables**

- Maintain the data base for the client invoices in system.
- Preparing the accounting of client receipts.
- Monthly review the Receivable Ageing Report & follow-up with clients for overdue payments.

**KEY HIGHLIGHTS WITH EMIRATES NEON GROUP L.L.C - UNITED ARAB EMIRATES**Reportable to: **Finance Manager and Board of Directors**

- Performed GL maintenance through finalization of accounting entries at timely closings.
- Performed reconciliations of Receivables, Payables and Bank accounts.
- Accounting of monthly debit notes including inter-company invoices.
- Controlled daily exposure or positioning of the firm's cash with ability to anticipate challenges arising from limited cash flow.
- Prepared cash budgets, revenue budgets and expenses budgets with forecasts.
- Prepared Monthly Payroll & Payment processing in WPS method & final settlement complying with UAE labour laws.
- Supervised payments relating to overseas operations.
- Assisted the statutory auditors of the company through interim schedules and spreadsheets.
- Prepared and submitted different financial reports as per requirement of management.

**KEY HIGHLIGHTS WITH DAWLANCE GROUP OF COMPANIES, PAKISTAN**Reportable to: **Deputy Finance Manager**

- Budgeted and forecasted expenses & revenues of branches.
- Analyzed & controlled monthly expenses & revenues of branches.
- Reviewed Profit & Loss Statements of head office and branches.
- Managed Accounts Receivable.
- Supervised & managed branches financial matters.
- Prepared and submitted different financial reports as per requirement
- Controlled daily exposure or positioning of the firm's cash.
- Analyzed and possibly prepared A/R, A/P, and G/L entries and reconciliations.
- Correspond with banks regarding transfer of funds to collection accounts.
- Forecasted cash payments and anticipated challenges arising from limited cash flow.
- Reconciled all banks with cash book on a weekly basis.

**KEY HIGHLIGHTS WITH HAIER PAKISTAN (PRIVATE) LIMITED, PAKISTAN**Reportable to: **Senior Finance Manager**

- Provided guidance and support to branch office accounting staff and ensure standard financial reporting system is implemented across branches.
- Established and maintained systems to verify the accuracy of branch financial reports and transactions.
- Reconciled the schedule of outstanding accounts to the financial ledger.
- Verified all financial documents prior to payment to ensure that the coding are correct and the procedures followed.
- Reviewed open Invoice reports; follow up with a schedule of payments or adjustments.
- Responsible for the quality of the financial reporting.
- Performed routine posting and adjusting to ledger.
- Maintained required records, reports, and files in an organized manner.
- Performed routine reconciliation reports including bank reconciliation.

**IT SKILLS SUMMARY**

• Oracle E Business Suite 11i ERP System	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
• Deltek Maconomy 2.2.3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
• Microsoft Dynamics	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Tally & FoxPro	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Microsoft Excel	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Microsoft Word	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Microsoft PowerPoint	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**DECLARATION**

The information provided above is true to the best of my knowledge. If I were placed in your esteemed concern, I will discharge my duties with at most sincerity and to your full satisfaction.

**MUHAMMAD FAIZAN DALIA**