

Curriculum Vitae



MUHAMMAD ADIL

CAREER OBJECTIVE

To obtain a position of responsibilities that utilizes my skills and experience and keen to work in an environment where I can enrich my knowledge and provides me job satisfaction and self-development and help me achieve personal as well as organizational goals.

PROFILE & VALUES

- Bearing a master's degree and have more than **18 years** of experience in Accounting and Administration working with different working environments such as Consulting and Man Power Services, Information technology and Medical Supplies.
- Currently Associated with SRACO (Saeed Raddad Al Zahrani Corporation) handling Saudi Aramco (Oil & Gas Sector Company) Project for Manpower Support Services and other administrative matters. Expertise in various areas of administration, with a proven record of unprecedented accomplishments. Proven senior-level experience in supporting organization in making executive decisions, policy direction, and strategic business planning.
- Extensive experience of public dealing and matters related to administrative matters.
- Energetic self-starter with excellent analytical, organizational and creative skills.
- Technical knowledge of the operational tools such as, Oracle Modules etc.
- Highly customer centric, extensive knowledge of handling customer complaints.

EXPERTISE

Accounting, Administration, Visa Handling, Saudi ARAMCO employees ID renewal, Adjustments, Contracts renewal, Different allowances reimbursement in Oracle AP module, Monthly time sheet verification & submission to the payroll dept., Medical or Emergency leave submission to the client, local transfer processing, ESB (End of Service Benefits) processing, Misc. task assigned form Management.

QUALIFICATION/PROFESSIONAL TRAINING'S

Academic Qualification

- 2006 - Masters (International Relations) from Karachi University.
- 1998 – Bachelors in Commerce from Karachi University.

Technical Qualification

- One-year diploma in Computer Science (Software) from NCR Education Center Karachi
- Merchant Navy Cadet Certification.

Institute: Seamen Training Centre

Pakistan Marine Training Complex

Mauripur Road, Karachi

CAREER PROFILE

SRACO Company June '2014 – Present

Project Coordinator /Consulting & Services Division

(Dammam, Saudi Arabia)

Based in Administration Department to handle Oil & Gas sector company Saudi ARAMCO Project:

- Achieves accounting operational objectives by contributing accounting information and recommendations to strategic plans and reviews; preparing and completing action plans; implementing, productivity, quality, and customer-service standards; resolving problems; identifying trends; determining system improvements; implementing change.
- Avoids legal challenges by understanding current and proposed legislation; enforcing accounting regulations; recommending new procedures as per KSA rules.
- Protects organization's value by keeping information confidential.
- Exit employee ESB (End of Service Benefits) process.
- Saudi ARAMCO Employees ID renewal through ARAMCO SAP system according to their new contract & provide reporting confirmation.
- Employees Clearance process in case of resignation or department termination.
- Processing of employee's renewal of contract according to the start date or reporting.
- Time sheet verification and submitting to the payroll department on daily basis.
- Reimbursement process of different allowances.
- Medical & Emergency leave related documents submission to the client for approval and coordination with employees accordingly.
- Facilitate employees for family visit/ residence visa application request.
- Also handling and managing for the resolution of discrepancies in invoices such an incorrect amount entered, incorrect date or account code combination entered etc. Discrepancies' are resolved and a comprehensive report is prepared for the management and customer for resolution.
- Misc. task assigned by Management.

Arwen Tech (Private) Ltd. (June 2005 to May 2014)

Accounts Executive (Karachi - Pakistan)

Using ERP environment for overall operations of the Finance department till finalization of Accounts, Management reporting Using Oracle Financials 11i.

- Responsible for recording day to day transaction in Oracle AP module including accrual of all expenses, and subsequent payments through petty cash and banks.
- Preparation of Vendors payments & reimbursement of staff.
- Petty Cash management.
- Bank Reconciliation
- Reconciliation of Vendors ledgers on monthly basis.
- Preparation of monthly payroll.
- Provide assistance in sales tax and income tax audit, filing of monthly and annual returns and other compliances.
- Preparation of projected costing sheets including to calculate planned GP, project cycle time, projected cashflow and calculation of finance cost before starting of each new project.
- Day to Day Management Assignment.
- Manage Branch Offices Project advances, observations and recommendations to operational issues.

Orthopedic Medical Institute (March 2004 to Feb 2005)

Junior Accounts Executive (Karachi - Pakistan)

Manage Accounts Payable, Bank Reconciliation, And Stock Auditing.

- Record day to day transaction in Oracle AP module including accrual of all expenses and subsequent payments through petty cash and banks.
- Manage Accounts payable in Oracle.
- Bank Reconciliation
- Stock Audit
- Filing
- Day to Day Management Assignment.

COMPUTER SKILLS

- Environment: XP, Windows
- Software: Oracle Financials 11i & Cloud version, MS Project, Excel, Word, Power Point,

STRENGTHS

- Excellent interpersonal skills.
- Excellent public speaking skills.
- Self-Motivated and Determined.
- Success Oriented and Natural Leader
- Effective Team Player

PERSONAL INFORMATION

● Permanent Address	41/104 Peoples Town Shah Faisal Colony Block.3, Karachi – Pakistan.
● Current Address	Dammam- Saudi Arabia
● Contact	(92) 333-3122744 , (96) 545422080
● Email ID	adilml@live.com , adilml79@yahoo.com
● Date of Birth	10 th July 1979
● Father's Name	Muhammad Ayub
● Marital Status	Married
● Dependent	Four
● CNIC (Pakistan)	42201-0464973-3
● Nationality	Pakistani
● Religion	Islam
● Language Competency	Urdu, English
● Driving License (Light Vehicle)	Pakistan, Saudi Arabia

REFERENCES

- Can be furnished on demand.