

Email: raza.signtrade@gmail.com
Mobile: 0333-0380400
Address: Karachi, Pakistan

❖ KEY SKILLS

- Financial Reporting
- Consolidation
- Taxation
- Cost Accounting
- IFRS
- Internal Audit
- GL Reconciliation
- Fixed Assets
- Cash & Credit sales
- Journal Entries
- Account Receivables
- Account Payables
- Inventory Management
- Annual/Monthly closing
- MS Excel

❖ COURSES

- Forensic Accounting & Fraud Examination;
- Commercial Banking;
- Import/Export Management;

❖ ERP

- SAP Business One
- Quick books
- Oracle

❖ Languages

- English
- Urdu

❖ DOB: 28-Sep-1991

❖ For reference

- CFO/ Finance Dept.,
Signtrade LLC, UAE
Email: accounts@signtrade.net

M. Raza Butt

PROFILE SUMMARY

Working in the accounting profession for last 7+ years. Across Financial Services, Banking, Retail and Distribution industries. Work experience on SAP Business One, finance, sales & logistics modules. One full SAP implementation experience at Signtrade UAE.

EDUCATION

4-YEARS DEGREE

- Bachelor's in Business Administration – Accounting
Bahria University, 2013

PROFESSIONAL CERTIFICATIONS

- IFRS Certification, ACCA Institute, 2022
- CIMA (Finalist)
Chartered Institute of Management Accountants, exp. 2023

WORK EXPERIENCE

SIGNTRADE LLC, DUBAI

March'2017 - July'2022



Worked as **Finance & Inventory Controller**, handling monthly AED 5 million of cash & credit sales and AED 26 million of inventory. Facilitated operational & financial audits;

MCB Bank, Pakistan

July'2014 – Apr' 2016



Bank for Life

Worked as an **Operations Officer** in Retail Banking Branch with over 2billion Rupees (USD 11 Million) in deposits;

IGI Finex Securities, Pakistan

Jul'2013 – Nov'2013 (Internship)



4-month **accounting & tax** internship in leading Financial services firm;

➤ **KEY RESPONSIBILITIES:**

Signtrade LLC, Dubai

Finance & Inventory Controller:

- SIGNTRADE LLC is a leading signage, graphics & textile material trading company in all over GCC. With 18 branches spread across Middle East, Africa & Pakistan;
- Manage all accounting operations of 7 UAE branches including A/R, A/P, GL, Inventory Accounting and Revenue Recognition;
- Execute the financial closing process of trading businesses and perform related activities accordingly including recording of monthly provision, preparation of financial statement (balance sheet, cash flow statement and income statement) along with relevant schedules;
- Collecting and analyzing data about a company's operational costs, establishing costs of business processes such as materials, administration, labor, shipping, etc;
- GL account reconciliation, inter-company reconciliation, month-end closing, consolidated financial statements and assisting in external audit;
- Passing A/R entries and preparing monthly ageing report & PDC's on hand report. Managing 800+ credit accounts and accounts receivables, with support of credit control department.
- Reconciling suppliers' ledgers, recording suppliers' invoices and monthly schedule of payments as per credit term;
- Provision for doubtful debt, accrued income, depreciation, bank reconciliation, Supplier reconciliation with ledger, PDC's, Account Payables;
- Prepare and submit quarterly VAT (Sales Tax) returns & Corporate Tax filing;

MCB Bank, Pakistan

Operations Officer

- MCB Bank is the fourth largest bank in Pakistan with 1200 branches spread across Pakistan and with presence in Sri Lanka, UAE & Bahrain;
- Daily operations of a branch with over Rupees 2 billion in deposit, including cash management, journal entries, debit card operations, transactions monitoring, AML and compliance with regulatory requirements;
- Digital Banking and Digital Payment Services with working knowledge & understanding of Electronic Fund Transfer and ACH processing;
- Daily execution of payment entries including Inter-bank transfer, cheque withdrawal, Faster Payments, International Payments/SWIFT, and Real Time Gross Settlement (RTGS);
- Currency Transaction Reports (CTR) on high volume currency transactions (above 25 million Rupees) on customers associated with the bank.

IGI Finex Securities, Pakistan

Accountant (Internship)

- IGI is a leading brokerage house in Pakistan, deals in shares & commodities trading;
- Journal entries, brokerage commission and securities taxation (CGT, SST & other CDC charges);
- Assisting Fund Accounting operations.