



M Sami Ullah

CONTACT



+971 55 670 1500



Samimajoka@gmail.com



Dubai (Visit Visa)

SKILLS

Financial Analysis
Attention to Detail
Organizational Skills
Communication Skills
Integrity and Ethics
Analytical Thinking
Time Management
IT Proficiency SAP, SAGE
Business Development
Auditing Skills
Adaptability
Client Relationship Management
Problem-Solving

EDUCATION

M.COM – Master of Commerce (University of Sargodha)

June 2014- June 2016

- Advanced Taxation
- Advanced Audit & Assurance

B.COM – Bachelor of Commerce (Univer of Punjab)

June 2011- June 2013

- Accounting in Business
- Financial Accounting
- Management Accounting

LANGUAGES

English



Urdu



Hindi



PROFILE

Results-oriented Master Qualified Professional with 8 years of experience in financial management, auditing, and strategic planning. I have a deep understanding of financial analysis, budgeting, and forecasting, and I thrive in fast-paced, high-pressure situations. Throughout my career, I've consistently demonstrated my ability to optimize financial performance, reduce operational costs, and drive profitability. I excel in problem-solving and am known for my attention to detail and commitment to compliance with accounting standards and regulations.

WORK EXPERIENCE

Assistant Accounts & Finance Manager

Nov 2022- Dec 2023

AHW Structure (Pvt) Ltd

Reporting to key decision makers with titles CEO, CFO & Chairman

- Maintain and reconcile the general ledger accounts, ensuring accuracy and completeness of financial data.
- Responsible for financial reporting with ratio analysis which helps top management to understand current business standing.
- Prepare cash budget & monthly rolling forecast to assure working capital availability.
- Conduct in-depth financial analysis, identify trends, and provide actionable insights to improve financial performance.
- Responsible for all journals and final GL balances including review of month-end balance sheet reconciliations and control accounts. Create and implement procedures that support a fast-close reporting process that maintains the integrity and accuracy of the division's assets and financial data.
- Ensure the accuracy and integrity of the division's accounting records and financial systems.
- Utilize Accounting software and tools, including SAP, to streamline accounting processes.
- Effectively manage, motivate, and develop direct reports through supervision and performance reviews of individuals on the team
- Develop and maintain relationships with key customers and partners to generate new business opportunities and increase revenue.
- Develop and maintain internal controls to safeguard company assets and maintain financial integrity.

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EXPERTISE

- Extensive experience in developing and implementing successful accounting strategies for smooth operations.
- Proficient in ensuring organizational compliance with laws, regulations, and industry standards. Develops and implements compliance programs to mitigate risks and uphold ethical standards.
- Capable of building strong interpersonal relationships, fostering trust, and resolving conflicts diplomatically. Adapts communication style to various personalities and situations.
- Proficient in prioritizing tasks, setting deadlines, and effectively managing time to maximize productivity and meet organizational goals.
- Capable of efficiently handling multiple tasks and projects simultaneously without compromising the quality of work.
- Demonstrated ability to maintain a high level of accuracy and precision in tasks, data entry, and documentation.

TECHNOLOGICAL SKILL-SET

- SAP-ERP
- SAGE
- Proficient in MS Excel
- MS Office Suite

REFERENCES

Amanat Ali,
CFO, AHW Structure (Pvt) Ltd

0092 324 4141952
amanat0331@gmail.com

WORK EXPERIENCE

Senior Accountant

Nov 2018- Nov 2022

Matra Asia (Pvt) Ltd | Energy (Pvt) Ltd

Reporting to:

Reporting to key decision makers with titles AFM, CFO & HOD's

- Prepare comprehensive financial reports including income statements, balance sheets, and cash flow statements.
- Responsible for the smooth & efficient running of daily operations of the accounts department.
- Monitor operating cycle to control accounts receivable & accounts payables.
- Prepare and file accurate and timely VAT returns, ensuring compliance with all tax regulations and minimizing tax liabilities.
- Conducted inventory audit in all warehouses monthly basis and the same was reported to management.
- Conducted regular internal audits of the accounting department and was responsible for the implementation of the agreed revised control procedure after the outcome of the internal Audit.
- Manage customer relationships through effective CRM strategies.
- Develop and implement cost control initiatives to reduce expenses, identify cost avoidance opportunities, and drive profit gains.
- Build and maintain effective relationships with partners and stakeholders to drive partnership development and growth.
- Coordinate internal and external audits, ensuring compliance and audit controls. Maintain a robust set of audit workpapers.

Internal Auditor (Aziz Group of Companies)

July 2017- Nov 2018

- Verify & authenticate payment to suppliers.
- Checking internal controls over SOPs and recommending improvements
- Compliance reporting over company policies & SOPs being followed during business activities following international accounting standards.
- Stock taking and reporting on monthly & unplanned timing and Payroll verifications and rechecking disbursement.
- Recommend internal controls & design processes over unattended areas.

Junior Accountant

July 2016- Jun 2017

Varioline Intercool (Pvt) Ltd

- Post and process journal entries to ensure all business transactions are recorded.
- Update accounts receivable & accounts payable and reviewing of expenses, payroll records etc. as assigned.
- Assist in the processing of balance sheets, income statements and other financial statements according to legal and company accounting.
- Assist senior accountants in the preparation of monthly/yearly closings and submit weekly/monthly reports.
- Update financial data in databases to ensure that information will be accurate and immediately available when needed.
- Experience in handling Bank Reconciliation Statements for different Bank branches.
- Making Cheques and other documents like letters email's for the company.