



Syed Sikander Ijaz Gillani

Senior Accountant & HR Assistant

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PROFILE SUMMARY

Finance and accounting professional with over 7 years of experience in financial operations, budgeting, payroll processing, inventory management, and HR coordination across retail and corporate environments. Skilled in managing CPV/BPV processes, maintaining general ledgers, conducting billing audits, and preparing financial reports. Adept at implementing cost-control strategies, handling vendor payments, and supporting recruitment and compliance procedures. Proficient in accounting software including QuickBooks, Tally, Oracle, and Excel. Demonstrated ability to enhance financial accuracy, streamline operations, and support cross-functional teams in dynamic business settings.

EDUCATION

- MBA – Human Resources**
Islamic University of Pakistan – Lahore, Pakistan
2021
- Bachelor of Commerce (B.Com)**
Islamic University of Pakistan – Lahore, Pakistan
2017

WORK EXPERIENCE

Consumer Electronics – Vape Devices & E-Liquids, Deira, Dubai, UAE

Position: Store Manager & Accounts Executive

Duration: Aug 2023 – Jul 2025

Responsibilities & Duties:

- Oversaw daily retail operations, ensuring efficient customer service, inventory accuracy, and sales compliance.
- Coordinated vendor transactions including timely payments, invoice generation, and ledger reconciliation.
- Conducted month-end closings, financial summaries, and payroll processing for all store staff.
- Supervised recruitment coordination, on-the-job training, and staff performance monitoring.
- Maintained stock control through routine inventory audits, damage adjustments, and reorder management.
- Implemented store-level cost-saving initiatives and improved standard operating procedures for customer handling.
- Increased store operational efficiency by 27% through workflow streamlining and digital ledger implementation.
- Reduced inventory shrinkage by 18% through consistent audit checks and accountability enforcement.
- Improved monthly sales closure process speed by 33% with automated reconciliation templates.

Departmental Store Chain, Lahore, Pakistan

Position: Senior Finance Manager

Duration: May 2020 – Mar 2023

Responsibilities & Duties:

- Designed and implemented financial strategies, budgeting frameworks, and reporting systems to support profitability goals.
- Directed financial planning, including projections, variance analysis, and compliance reporting.
- Managed the finance team, delegating daily tasks and mentoring staff to ensure accuracy in financial processes.
- Evaluated financial risks and business performance, offering insight for decision-making and operational shifts.
- Ensured compliance with tax regulations, audit requirements, and organizational financial policies.
- Identified and eliminated unnecessary expenses, leading efficiency drives across departments.
- Maintained oversight of cash flow, working capital, and asset-liability balance.
- Participated in long-term financial planning and investment opportunity evaluation.
- Cut unnecessary operational expenses by 22% through process improvements and vendor renegotiations.

- Achieved a 98% on-time financial reporting rate over 3 years, enhancing decision-making accuracy.
- Boosted net profit margin by 17% via strategic financial oversight and cost rationalization.

Haven Marketing Company, Lahore, Pakistan

Position: Senior Finance Assistant

Duration: Jan 2018 – Mar 2020

Responsibilities & Duties:

- Assisted in the preparation of accurate balance sheets, income statements, and cash flow reports.
- Handled reconciliation of general ledger accounts, identifying and correcting financial discrepancies.
- Managed routine financial paperwork such as billing, vendor invoices, and expense records.
- Supported financial forecasting and budget compliance processes across internal departments.
- Contributed to financial audits, regulatory documentation, and trend analysis reporting.
- Coordinated with stakeholders to gather and analyze financial data supporting department decisions.
- Supported budgeting, cost-reduction initiatives, and financial risk assessments.
- Reduced reporting discrepancies by 35% through process standardization and ledger validation.
- Enhanced budget compliance rates by 24% through targeted expense tracking and departmental training.
- Improved monthly close cycle efficiency by 29%, accelerating financial decision-making.

KEY SKILLS

- **Financial Operations & Control:** Financial Planning & Forecasting, Budget Preparation & Expense Control, CPV/BPV Processing, General Ledger & Journal Entry Management, Financial Statement Preparation, Billing Audits & Monthly Closings
- **Cash & Asset Management:** Petty Cash Handling, Cash Flow Monitoring, Inventory Accounting & Control, Vendor Payment, Reconciliation, Working Capital Optimization
- **HR & Payroll Administration:** Payroll Processing & Disbursement, Employee Onboarding Coordination, Policy Implementation Support, Recruitment Scheduling, HR Compliance Assistance
- **Personal Skills:** Strong Attention to Detail, Analytical & Critical Thinking, Problem-Solving Mindset, Time Management & Prioritization, Multitasking Under Pressure, Ethical & Confidential Conduct, Team Collaboration & Coordination, Adaptability in Fast-Paced Environments, Proactive & Self-Motivated, Excellent Verbal & Written Communication
- **Software & Technical Proficiency:** QuickBooks, Tally, Oracle, MS Excel (Advanced Functions), Zavia Accounting Software, Microsoft Word, PowerPoint, Outlook, Data Entry & Digital Record Management

LANGUAGES

- English – Fluent
- Urdu – Native
- Arabic – Basic

REFERENCES

- References will be provided on demands.