



SAIF-ULLAH MALIK

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CAREER SUMMARY & OBJECTIVES:

An Accounts & Finance professional with **international experience**, background reflects a diversified career in **Manufacturing, Trading, Construction, Contracting and Food & Beverages Service industry** and now seeking a challenging job in any position as;

- Finance Manager
- Financial Controller
- Finance Associate
- Accounts Manager
- Financial Analyst

In Accounts and Finance dept., where my professional skills and experience can be utilized in well organized and professional environment.

PROFESSIONAL SKILLS & STRENGTHS:

More than 15 years of experience in Accounts & Finance dept. in Constructions, Contracting, Manufacturing, Trading & Service Industry in Kingdom of Saudi Arabia & Qatar has improved my professional skills & proven track record of significantly improving delivery of job and adding to overall financial performance, and built & maintain strong relationship with customers & suppliers. And as team player, positive attitude and working efficiently are my strengths. And further;

- Strong leadership qualities, able to take charge and get things done.
- Self-Starter highly motivated & goal oriented.
- Fast learner, practical talent for seeing what needs to be done.
- Effective and complete knowledge in working with cultural difference.
- Able to concentrate & manage stress.
- Ambitious, curious & competitive
- Building relationship,
- Decision maker & leadership
- Passionate & Integrity
- Hardworking

PROFESSIONAL EXPERIENCES:

Accounts & Finance Manager:

Desert King Qatar Heavy Equipment, Rental & Contracting WLL, Industrial Area Doha, Qatar
(July 09, 2023 to Dec. 2024)



Work Experience at Desert King Qatar:

- Controlling Accounts Payable & Accounts Receivables
- Following clients for invoices, booked & certified
- Following clients for payments
- Clients' Accounts reconciliation
- Controlling banks & banks reconciliation
- Preparing cash flow and monthly payments schedule
- Controlling fixed Asset and financed Asset
- Controlling salaries & petty cash

Accounts & Finance Manager: (Head of Employees)

Noori Food Company Ltd. (Frais & Fresh) Food Service Industry
Mohammed Noori Trading Company (Pardus Gym Wear) Trading
Business Jeddah, Kingdom of Saudi Arabia
[Aug 11, 2020 – Nov 04, 2021]



Work Experience at Noori Group of Companies:

- Started with Noori Group with first employee
- Arranged interviews for the rest of team and assist owners to hire complete team
- Organized office, trained team and briefed the office staff about business
- Started to making accounting system for business
- Arranged all previous record of payments and dealing of business
- Received all order of food material and goods from foreign countries and instructed store keeper to organize in proper way.
- Billing, cash handling, obtaining sales on daily basis from Restaurants
- Dealing with Bank and complete authorization of using online banks of both companies.

- Budgeting and planning of cash flow of both companies.
- Costing of menu of food items for restaurants.
- Costing of goods for trading sector.
- Controlling Salaries and Petty Cash
- Controlling the weekly and monthly suppliers' payments
- Preparing Breakeven point and analysis for both brands
- Preparing schedule reports for direct owners
- Handling and monitoring all the team and staff for all business activities.
- Acted as a fully authorized and independent head of employees in both brands and worked directly with owners.

Accounts Manager:

Mutual Marine Services Al-Mushtaraka Ltd.

(Specialized in Marine Claims for P&I Clubs, Owner Protection, Shipping Agency and P&I Correspondence Jeddah, Kingdom of Saudi Arabia

[Nov 01, 2016-July 31, 2020]



Work Experience at Mutual Marine Service:

- Preparing Credit note for clients as per services agreement.
- Preparing the **NYK** credit notes (NYK: Nippon Yusen Kaisha)
- Preparing the **BRT, UKC & JPI** credit notes.
- Filing the **VAT** each Quarter
- Controlling the **WPS** Payroll (Wages Protection System)
- Dealing with **Auditors** at end of year (Obtaining the **Financial draft**)
- Preparing monthly, quarterly and annual statements by assembling data & information.
- Preparing the reconciliation of statements of banks,
- Preparing the reconciliation of statements of clients and suppliers.
- Preparing the schedule for accruals & prepayments.
- Ensure all financial documents are filed appropriate
- Preparation of accurate Weekly and Monthly Accounts Reports.
- Monthly & Yearly Closing

Assist Finance Manager:

SHAZAN Premier in Construction & Al-Qadeebi & Shazan Joint Venture (Ministry of Housing Project) Group of Mohammed Binladin Companies (MBLC) Jeddah, Kingdom of Saudi Arabia

Saudi Arabia

[May 18, 2015 – Sept 30, 2016]



Work Experience at Mohammed Binladin Companies (MBLC):



- Preparing monthly Statements by collecting, analyzing & summarizing data
- Preparing special reports & preparing budgets.
- Preparing the reconciliation of statements of banks, suppliers & subcontractors
- Preparing the schedule for accruals & prepayments.
- Reporting about Assets
- Reporting about Trail Balance on weekly & monthly basis. (Also, on demand)
- Monitors the bank, cash and other funds.
- Making the payments plans and making the project wise budgets
- Statement of financial position / balance sheet & analysis,
- Cash flow statement & analysis,
- Cash management - cash budgeting and planning,
- Complete internal & external audit works
- Zakat certificate documentation and preparation,
- GOSI review, preparation and payment procedures,
- Preparation, review of complete payroll with related documentation & entries in system,
- Letter of credit(L/C) document preparation as per bank requirements
- Fixed asset additions and disposal, asset tracking review & asset depreciation
- Accounts receivable, aging reports
- Accounts payable, aging with payment procedure and preparation of payment,
- Billing(s)/Invoice(s) preparation and related details & documentations,

Senior Accountant:

Creative Packaging Co Ltd.

Group of Almarbaee Holdings (PSF, Printopack) Industrial City Phase 5, Jeddah, Kingdom of Saudi Arabia

[Feb 2013- May 17, 2015]



Work Experience at Creative Packaging Company:

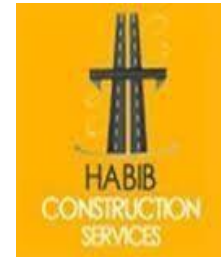
- Preparing Salaries (Online Payroll) Easy Pay & Cash / Monthly Overtime
- Murahaba & ILC import & export documentation & amendment
- Controlling the petty cash funds for different sectors
- Controlling banks and cheques, TT, sustaining business transactions and bank reconciliation
- Maintaining complete general ledger accounts.
- Prepares financial statements, aging report & trial balance
- Keep record of accounts Payable, accounts Receivable.
- Reconciliation of P/A and R/A statements
- Interact with external and internal auditors
- Controlling stock management and maintaining inventory stock with store keeper

- Daily Project reports, stock report, dispatch reports
- Creating and sending invoices to clients and taking orders from suppliers
- Following up on outstanding receivables

General Accountant:

Habib Construction Services

Islamabad Pakistan (Sept2011 to June- 2012)



Work Experience at Habib Construction Services:

- Controlling the petty cash funds
- Preparing journal entries (payments & receipts)
- Preparing fillings of all vouchers
- Preparing reconciliation statements (Bank & Vendors)
- To review and approve supplier invoices related to a project
- To report on project profitability to management
- Report to management regarding the remaining funding available for projects
- To create or approve all project-related billings to customers
- Making daily or weekly report and submit to FM & GM

Computer Literacy:

Professional user in following office / business software applications:

- **Focus ERP & Oracle** for Sales, Purchase, Payment, Receiving, Costing, General ledger, Trail Balance Inventory & Fixed Assets Modules.
- **HMR System** for General ledger, Payable & Receivable
- **Quick Books** Accounting & Management Software
- **MS Word, Excel, Database** & Other office Software
- Professional Internet User
- Quickly get acquainted with new software / application
- Exceptional ability to quickly master on new software and apply its full range.

PERSONEL INFORMATION:

- **Visa: Resident, Work Permit**
- **Visa Profession: Sales Representative**
- **Visa Status: Transferable**
- Nationality: Pakistani
- Marital Status: Married
- Current Residence: **Madinah Munawarah, Kingdom of Saudi Arabia**

EDUCATION:

- **MBA-Accounts & Finance**
COMSATS Institute of Information Technology
Islamabad Pakistan (2009-2011)
- **B. Com (Bachelor of Commerce)**
Baha Uddin Zakariya University (B.Z.U)
Multan, Pakistan (2006-2008)

LANGUAGES:

- English [Fluent in Reading, Writing and Speaking]
- Arabic [Good in Reading, Writing and Speaking]
- Urdu/Hindi - Native

REFERENCES:

Professional references will be furnished on demand