

KHAWAR MUNIR

ACCOUNTS | FINANCE

(ACPA (PAK), CFC (USA), MIPA (AUS), AFA (UK), ACMA (IND), FPFA (PAK), MBA, MA)

Location: Jeddah, Saudi Arabia

Contact: +966 55 9434730

Iqama Status: Valid Iqama (Transferable)

Email & Zoom ID: khawar.munir11@gmail.com



CAREER SUMMARY

A highly successful **Accounting / Finance Manager Professional**, with **20 years** of experience all around the **KSA, UAE** and **Pakistan**. Deft in project management, cash management, reconciliation statements, auditing, creditor/debtor management, and relationship management. Skilled in designing and implementing systems/procedures with ability to achieve financial discipline and enhance the overall efficiency of the organization. Proficient in the finance and accounting policies, procedures, accounting standards and principles, corporate and taxation laws and statutory enactments. Rich organizational, motivational and communication skills. Easy going by nature and team player able to handle finance issues and resolve problems. Proven ability to manage multiple assignments efficiently while meeting tight deadline schedules. Demonstrated success in streamlining existing operations, turning around unprofitable functions, and envisioning new concepts and future trends.

- Finance & Accounting
- Budgeting & Controlling
- Financial & Operational Analysis
- Financial statements & reporting
- Accounting techniques
- Inventory management
- Asset management
- Financial Management

PROFESSIONAL EXPERIENCE

Finance Manager

Pure Polymers Factory for Industries, Jeddah, KSA

Apr 2023 till date



Company Profile:

Pure Polymers factory was launched in Jan 2017 in Jeddah, Saudi Arabia as an independent manufacturer of white, colors, black, and additive masterbatch equipped with international cutting-edge Italian twin-screw extruders to serve the top-quality plastic converting industry in the region.

We produce high-quality white, color, and additive masterbatch, as well as custom-made thermoplastic compounds plus liquid-based or paste colorants and custom compounding for the polymer manufacturing, polymer converting, Petrochemical, and Plastics Processing Industries.

Pure Polymers produces masterbatch solutions that are either for general purposes or specific applications. Specific application includes masterbatch used for: Fibers, (PP, PET, PE), BOPP, Agricultural, Horticultural & Multi-layer films, PET Preform / sheet production & Specialist Pipe manufacture. Pure Polymers is also a source for customer specific additive pre-blends as it uses its proprietary technology to serve the growing number of customers in the Middle East region and beyond.

Job Duties & Responsibilities:

- As a Finance Manager, I am responsible for overseeing the financial activities and operations of the organization.
- To ensure financial health and stability of the company by providing strategic financial guidance and making informed decisions.
- To collaborate with other departments and executives to develop and implement financial plans, policies and procedures to achieve organizational goals.
- To act as a Project Lead in the implementation of ERP system in the company.
- To manage bank loans and facilities and organize for the maturity schedules with the due dates.
- Financial Planning and Analysis.
- Develop and implement financial strategies, budgets, and forecasts.
- Conduct financial analysis, evaluate financial performance, and identify areas for improvement.
- Provide financial insights and recommendations to support strategic decision making.
- Monitor key financial indicators and prepare regular reports for management.
- Prepare accurate and timely financial statements, including balance sheet, income statement, and cash flow statement.
- Ensure compliance with accounting standards, regulations, and reporting requirements.
- Analyze financial data and present findings to management.
- Develop and maintain internal controls to safeguard company assets.

- Cash Flow / Liquidity management by optimizing working capital.
- Periodical analysis and focus on the receivables and payables aging statements
- Follow up for the receivables by pushing the sales team.
- Organize weekly payment plan for scheduling payments to strategic suppliers
- Control costs, identify cost saving opportunities, and recommend cost cutting measures.
- Monitor expenses (OPEX & CAPEX) and analyze variances against budgets.
- Inventory management and organizing the periodical stock count activity.
- Fixed Assets management and depreciation schedule.
- Checking and approving the monthly payroll sheet from HR.
- Focus on daily and month-end accounting to determine results.
- Preparation and computation for the monthly VAT return.
- Liaising with the external auditors for the conduct of annual audit of Financial Statements and filing the Zakat return.
- Departmental organization by assigning proper job description and improved communication among the team mates.
- Other ad-hoc assignments.

Finance Manager

Jan 2019 to Sep 2022



Saudi Basic Technology Company Ltd. (SABTECH), Jeddah, KSA

Company Profile:

Since 1995, the Saudi Basic Technology Company (SAB TECH) has undergone two major expansions; an expansion in the main factory, giving a total area of 8,520 Sq-m and an expansion in its invested capital, resulting in a total of 20 million SAR. The main motive behind its expansions was the high demand for the quality services provided in maintenance, manufacturing of hydraulic cylinders and manufacturing of hydraulic cylinder applications.

Since our expansion and which is still taking place, our products have gone beyond cylinder manufacturing. SAB TECH now produces Baling Presses, Road Blockers, Refuse Compactors, Dock Levelers, Scissor Lifts, Mast Lifts, Car Hoist (In Ground) and Dock ramps. All products have been developed and are customized (Special Project) according to our customers' needs, this has been possible due to the independent Engineering and research & Development department that SAB TECH runs.

Since our expansion and which is still taking place, our products have gone beyond cylinder manufacturing, by now, SAB TECH® produces Lifts, Compactors, Road Blockers, Dock Levelers, etc.

SAB TECH designs and repair all kinds of hydraulic system (Power Packs) for different application as per customer requirements using branded parts with test certificate. SAB TECH is also supplier and manufacturer of customized hydraulic cylinders of various hydraulic applications.

Job Duties & Responsibilities:

- Acting as a Finance Manager and strategic business partner to senior executive leadership team.
- Assess and evaluate financial performance of organization with regard to long-term operational goals, budgets and forecasts.
- Managing the processes for financial forecasting and budgets, and overseeing the preparation of all financial reporting.
- Providing insight and strategic recommendations to both short-term and long-term growth plan of organization.
- Communicate, engage and interact with Board of Directors, CEO, COO and Executive Leadership Team.
- Create and establish yearly financial objectives that align with the company's plan for growth and expansion.
- Select and engage consultants, auditors and investors.
- Liaising with External Auditors for the application of IFRS framework in Financial Statement preparation and assisting them in financial audit of the company in accordance with IFRS and IASs.
- Recruit, interview and hire finance, accounting and payroll staff as required.
- Serve as a key member of executive leadership team and participate in pivotal decisions as they relate to strategic initiatives and operational models.
- Suggest and implement policies, procedures and processes as deemed appropriate by senior leadership team.
- Prepare and present monthly financial budgeting reports including monthly profit and loss by division, forecast vs. budget by division and weekly cash flow by division.
- Review and analyze monthly, quarterly and annual financial results and provide recommendations.
- Develop and maintain monthly operating budget and annual company operating budget.
- Manage financial planning and analysis department. Supervise creation of reports, software implementation and tools for budgeting and forecasting.
- Review and ensure application of appropriate internal controls and financial procedures.

- Oversee the preparation and communication of monthly, quarterly and annual financial statements, constantly reviewing procedures while eliminating inefficiencies.
- Review all month-end closing activities including general ledger accounts, balance sheet accounts and overhead cost allocation.
- Oversee the preparation and timely filing of VAT and Zakat returns.
- Manage cash flow planning process and ensure funds availability.
- Oversee cash, investments and asset management area.
- Maintain outstanding banking relationships and strategic alliances with vendors and business partners.
- Advising on long-term business and financial planning.
- Managing the business cashflow including weekly cashflow forecasts.
- Working with banks and financial institutions on any facilities / credit line required for the business.
- Inventory management, including ensuring policies are adhered to, stock counts occur annually and ensuring the GL reflects the true stock levels, accounting for any obsolete stock to be written off.
- Managing work allocation, systems training, performance evaluations, and building of an effective and efficient team within the department.
- Oversee weekly cash management and AP Department and Supervise Accounts Receivable management and provide guidance relating to the collection process.
- Reviewing and approving payroll by ensuring the correctness and compliance with payroll legislation.
- Establishing and developing relations with internal and external partners and stakeholders.
- Other projects as required.

Senior Accounting Manager / Finance Manager

Alwasail Industrial Company, Buraidah, KSA

Feb 2016 to Dec 2018



Company Profile:

Alwasail is well known for its quality products; it emphasizes manufacturing excellence and has been accredited with ISO 9001 standards and preapproved by major companies like Aramco, Sabic, Maaden, and many others.

Alwasail Industrial Company produces plastic pipes (Polyethylene) of different sizes and lengths for irrigation systems, drinking water, wastewater, sanitation, gas, electricity conduits, and telecom ducts. It also complements its pipe production with a diverse production program for pipe fittings and irrigation accessories. Saudi Rubber Products produces rubber rings, joints' seals. It has recently commissioned its foam rubber production lines, which produces insulation tubing and flat sheets for air conditioning pipes and ducts respectively.

Alwasail started production in Saudi Arabia as "Alwasail Agricultural Company" in 1979 producing polyethylene pipes for irrigation. It changed its name to Alwasail Industrial Company in 1990 as it increased its production lines, then transformed into a closed Jointed Stock company in 2012 by increasing its paid-up capital. Alwasail also has a much smaller affiliated company called "Saudi Rubber Products (SRP)" that complements its pipe and fitting manufacturing line; which specializes in rubber rings flat-foam and pipe-foam insulation.

The company's head office is in Buraydah, Qassim, with four manufacturing plants for Alwasail and one plant for Saudi Rubber. The company has more than 550 employees, 25 branches in the Kingdom and 4 branches in the Gulf States and Egypt. The branches are served via a central warehouse and a transport department managing its own truck fleet that makes direct deliveries to its branches and clients.

Job Duties & Responsibilities:

- Lead a team of 10 accountants and supervising the overall Accounting and Finance Department functions.
- Performing Financial Planning and Budgeting process for the company, together with Financial Modelling and Analysis, by using Master Budget technique, including both Financial & Operating Budgets to monitor the financial health of the company by comparing its resources with the liabilities.
- Establishing company's financial policies and procedures with emphasis on internal controls.
- Liaising with External Auditors for the application of IFRS framework in Financial Statement preparation and assisting them in financial audit of the company in accordance with IFRS and IASs.
- Establishing and maintaining a single and centralized Chart of Accounts to record all accounting entries in order to have a balanced and organized Financial Statements Reporting.
- Dealing and negotiating with Banks for credit facilities and other requirements.
- Performing Cash Management by regularly monitoring the cash flows and ensuring the speedy and accurate billing to the customers and controlling the payments to vendors by due prioritization.
- Manage monthly forecast of working capital requirements with reference to expected receipts and payments.
- Introduction of monthly & quarterly management reporting by designing the approved financial reporting pack.
- Conducting variance analysis of the financials by comparison of the actual results with the prior period and budgeted results.

- Performing Ratio Analysis for the financial statements – mainly profitability and efficiency ratios.

Achievements:

- Part of the team for having successful Implementation of ERP (MS Dynamics AX) within 1 year in a company having annual turnover of around SAR 300 Million.
- Preparation and implementation of Job Profiles for each finance team member through establishment of detailed Finance team organization structure.
- Streamlined financial reporting process and improve the reporting time from 20 days to 7 working days, after the close of month, within 3 months of joining the company.
- Reduced inventory holding by 20% within 6 months without affecting stock availability. This is done by establishing close coordination and direct liaison with supply chain management team and streamlining processes.
- Initiated the budgeting process in the company by establishing a detailed financial model for company's budgeted financial statements.
- Managed to avail the first credit financing line for SAR 40 Million for the company by doing favorable negotiations with the bank on one side, and on the other side convincing the company's management by showing them the proper cost benefit analysis from it, and satisfying the bank by giving assurance of providing them good business from the company. It resulted in improving the profitability as well as the liquidity position of the company.

Accounting Manager

Star International Trade Gate General Trading L.L.C., Dubai, UAE

May 2014 to Apr 2015

Accounting Manager

PRECISE Trading L.L.C., Dubai, UAE

Nov 2013 to May 2014

Assistant Manager Finance

Agrow Ltd. (Retail subsidiary of JS group), Lahore, Pakistan

Oct 2010 to Oct 2013

Financial Controller

METRO Cash & Carry Pakistan (Pvt.) Ltd., Lahore, Pakistan

Jul 2006 to Oct 2010

Assistant Manager Accounts

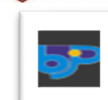
M/S Lucky Cement Ltd., Lahore, Pakistan

Aug 2002 to Mar 2006

Accounts Officer

Be Be Jan Protein Farms Ltd., Lahore, Pakistan

Sep 2001 to Feb 2002



QUALIFICATIONS / CERTIFICATIONS

Particulars	Institute	Year
ACPA – Associate of Certified Public Accountants	ICPAP (PAK)	2015
CFC – Certified Financial Consultant	IFC (USA)	2016
MIPA – Member of Institute of Public Accountants	IPA (AUS)	2017
AFA – Associate Financial Accountant	IFA (UK)	2017
ACMA – Associate of Cost and Management Accountants	ICAI (IND)	2017
FPFA – Fellow of Public Finance Accountants	PIPFA (PAK)	2017
MBA (Finance) – Masters of Business Administration in Finance	Virtual University of Pakistan	2011
MA (Economics) – Masters of Arts in Economics	University of the Punjab	2002
B.Com. – Bachelors of Commerce	Hailey College of Commerce	1998

OTHER SKILLS / TRAININGS / LANGUAGES

- ☺ Proficient in **MS-Office** (Word, Excel/Spreadsheet, Outlook & Power point),
- ☺ Excellent command on **Budgeting & Forecasting, Financial analysis tools & Database management,**
- ☺ Apt command on **SAP, MS Dynamics AX, FOCUS, Odoo, Great Plains, Tally, Eureka, Quick Books, SMACC & Peachtree,**
- ☺ **SAP** on job training from Bulgaria in 2006,
- ☺ Workshops on **learning IFRS & Time Management** in 2006,
- ☺ **Languages:** English (Professional), Urdu (Native), Arabic (Working knowledge).

REFERENCES

Available Upon Request