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## Hamza Munir, ACCA-UK (Finalist) & CA-PAK (Finalist)

Contact # +966 56 268 8231

Transferable Iqama (**Financial Analyst Specialist**)

Location: Riyadh, Saudi Arabia (**Willing to Relocate all over in KSA**)

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**Dear Sir/Madam,**

This letter is to express my interest in the position available in your organization. I have recently served as **Group Manager Finance and Accounts** in *Mohad Foods (Private) Limited* and **Food Tech (Commercial Yeast Importer)**, where I was responsible for financial analysis, budgeting, and ensuring compliance with accounting standards. I also worked extensively with **Oracle (ERP)** to manage financial data, improve reporting accuracy, and support strategic decision-making.

**I am now available for new opportunities in accounts and finance, where I can contribute my expertise and experience to a dynamic organization.**

Prior to this, I gained over four years of audit and advisory experience with Hassan Farooq & Company and Farooq Hamid & Company, Chartered Accountants. As a partly qualified Chartered Accountant, I bring strong technical knowledge, analytical skills, and a detail-oriented approach to auditing.

With distinguished organizational and communication skills, and the ability to work well in both team oriented and self-directed environments, I am positioned to excel in your organization and would welcome an opportunity to discuss this position and my resume with you in further detail. Thank you for your time and consideration.

Regards,

Hamza Munir, ACCA (Finalist) & CA  
(Finalist)

Enclosed: Curriculum Vitae

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# HAMZA MUNIR

📍 Riyadh, Saudia Arabia

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## CORE SKILLS

- Strong foundation in **IFRS, ISA, VAT and Corporate Laws**, with expertise in financial analysis, forecasting, cash flow management, and reporting.
- Proficient in **Oracle ERP** and Microsoft Office, including advanced Excel and data analytics tools.
- Proficient in financial risk assessment, internal controls, team leadership, and stakeholder communication.
- Utilized **Power BI** to develop interactive dashboards for financial reporting, budget analysis, and performance monitoring for senior management.
- Ensure timely **Tax Filings**, statutory compliance, and coordination with external auditors.
- Analyze financial data to identify trends, variances, and opportunities for cost control.
- Strong understanding of audit standards, compliance regulations, and governance frameworks.
- High integrity and objectivity in conducting independent and unbiased audits.
- To interpret data, detect irregularities, and evaluate financial and operational information.
- Managing time, resources, and audit scope efficiently.

## PROFESSIONAL SUMMARY

Detail-oriented and highly skilled **Manager in Accounts and Finance** and having experience in managing financial operations, reporting, and compliance. Adept at overseeing financial teams, optimizing workflows, and ensuring the accuracy and timeliness of financial statements. Proficient in using **Oracle ERP** software to streamline accounting processes, improve financial data management, and enhance reporting capabilities. Strong analytical and problem-solving abilities, with a proven track record of supporting strategic decision-making and achieving organizational financial goals

## EXPERIENCE

### ➤ **Group Manager Account and Finance** (July 2024 – September-2025)

I served as a Manager Account and Finance in **Mohad Foods Private Limited and Food Tech (Commercial Yeast Importer)**.

#### My key responsibilities include:

- **Implementation of Oracle ERP:** Oracle ERP implementation with a focus on financial modules, ensuring accurate configuration of general ledger, accounts payable/receivable, fixed assets, and budgeting tools; streamlined financial reporting, enhanced internal controls, ensured audit readiness, and enabled real-time visibility into financial performance for informed decision-making.
- **Financial Planning & Analysis:** Develop budgets, forecasts, and conduct variance analysis for informed decision-making.
- **Cost Management:** Monitor and control production, labor, and inventory costs, optimizing pricing and margins.
- **Financial Reporting:** Prepare financial statements, manage cash flow, and ensure tax and regulatory compliance.
- **Risk Management:** Identify and mitigate financial risks, including commodity price and currency fluctuations.
- **Strategic Support:** Collaborate on long-term strategies, investment analysis, and funding options.
- **Internal Controls:** Implement financial controls to safeguard assets and ensure accurate reporting.
- **Stakeholder Communication:** Report on financial performance to senior management, investors, and stakeholders.
- **Operational Efficiency:** Partner with operations teams to enhance cost-efficiency and performance.

## EDUCATION

### CA FINALIST

ACCA FINALIST (Papers 11/13)

SOCPA - Eligible

### BACHELOR'S DEGREE

Bachelor of Commerce (B.com)

### HIGHER SECONDARY EDUCATION

Punjab College of Science - 2015

### SECONDARY EDUCATION

Lahore Garrison School- 2013

## CERTIFICATION

### Professional Value, Ethics and Attitude

Institute of Chartered Accountants of Pakistan

### SMP Audit Skills Enhancement Series

Institute of Chartered Accountants of Pakistan

### Excel Skills for Data Analytics and Visualization

Excel Fundamentals for Data Analysis

### Presentation and Communication Skills Course

Professional Academy of commerce – 2020

## OTHER ACCOUNTING SKILLS

- **QuickBooks/Xero Books** – Proficient in managing financial transactions, invoicing, payroll processing and reporting.
- **Advanced Excel** – Strong knowledge of data analysis, pivot tables, VLOOKUP, and financial modeling.
- **ERP Systems** – Advanced Knowledge of ERP systems, including managing accounts and integration with financial software.

## HASSAN FAROOQ AND CO. *Chartered Accountants*

➤ **Senior Audit Associate**                      **Jan 2021 - July 2024**

I have working experience of **three years and six months** in Audit & Assurance and tax departments of the firm.

My major **responsibility** in this role includes:

- Led client-facing teams on the field for planning, execution, and completion of assurance engagements as per International Standards on Auditing and legal frameworks
- Reviewed financial statements including related disclosures to ensure compliance with International Accounting Standards, International Financial Reporting Standards, and other legal frameworks

### Clientele Summary- (Audit and Assurance)

#### Manufacturing Sector

- Sardar Family Packages Private Limited (Packaging Material Manufacturer)
- Unitech (Private) Limited\* (Electric Appliances Manufacturer)
- Starlet Innovations (Private) Limited\* (Shoes Manufacturer)
- Ibrahim Nizami Steel Wire (Private) Limited\* (Mild Steel and High carbon Steel Manufacturer)

#### Sports Sector

- Forword Sports (Private) Limited\* (Football Manufacturer)
- Forword Gears (Private) Limited\* (Sports Accessories Manufacturer)

#### Automobile Sector

- Ghani Automobiles Industries Limited
- Ravi Auto Sheikhpura (Private) Limited\* (Heavy Vehicles Spare Parts Manufacturer)

#### Food Sector

- Malmo Foods (Private) Limited\*
- Hardees\* (Multinational Food Chain)

### Clientele Summary- (Internal Audits)

- Bilal Switchgear Engineering (Private) Limited (Internal control system designed and implemented)

— *Clients marked with the sign (\*) have been performed as Team Leader.*

### ACCOUNTS EXECUTIVE

Organization: Round Lake Animal Hospital (USA-based Hospital)

Duration: **January 2024 – June 2024**

## INTEREST

I am eager to learn new skills to become more competitive which can help me execute my tasks more efficiently and effectively.

Despite professional life, I like to spend my time playing cricket and often visit and explore new places with friends.