

MUHAMMAD RASHID AHMED – ACCA, Bsc, M.com



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Location: Riyadh
VISA STATUS: TRANSFERABLE IQAMA

PROFILE

Results-driven finance professional with more than 12 years of experience in internal control, accounts, financial reporting & management. Proven track record of success in managing construction contracts and financial operations, with 7 years at **Frontier Works Organization, Pakistan's largest construction company**. Additionally, held mid tier role at **Unesia Aluminum Contracting Company LLC in UAE** as **Accountant General**, and earlier experience at **Grant Thornton Intl** as **Auditor** and **Shaheen Enterprises** as **Accounts Officer**.

AREAS OF PRACTICE

- Enterprise Risk Management
- Financial Reporting (IFRS Accounting Standards)
- Financial Analysis
- Compliance Audit
- Forecasting & Variances
- FIDIC(Golden principle)
- Contract Agreements
- Budgeting / PEP
- Corporate Tax/VAT

WORK EXPERIENCE SNAPSHOT

| ORGANIZATION NAME | POSITION | PERIOD |
|--|-------------------------------|---------------------|
| Frontier Works Organization (Pak – UAE - KSA)  | Manager Finance | >1 Year |
| | Senior Deputy Manager Finance | 3 Years |
| | Deputy Manager Finance | 2 Years & 10 Months |
| Unesia Aluminum Contracting Co. LLC. Sharjah, UAE.  | Accountant General | 3 Years 4 Months |
| Anjum Asim Shahid Rahman Chartered Accountants A member firm of Grant Thornton International Ltd.  | Auditor | 3 Months |
| Shaheen Enterprises Engineers & Contractors, Islamabad. | Accounts officer | 2 Years |

NOTABLE ACHIEVEMENTS

- Preparation of Project Execution Financial plan for BOT project on Swat Motorway (EPC)
- Setting up Unesia Interior QuickBooks accounting setup for recording, analysis and preparation of Financial Statements.
- Finalizing/vetting of Change in Tax Law Claim from KP Highway Authority on Swat Motorway Project
- Maintain Financial flows of 26 x running Projects & Financial Closure of 12x proj

DETAILED WORK EXPERIENCE

FRONTIER WORKS ORGANIZATION

AS Manager Finance

Oct 2018 to Date

FWO is the largest construction company of Pakistan, executing road & infrastructure Project, Dams & Buildings. FWO had entered into EPC Contracts, BOT via Public Private Partnership agreements and also have overseas operations in UAE & KSA via its Subsidiaries.

Key Responsibilities as Manager Finance:

- Maintaining financial records on Online Financial Accounting System OFAS (ERPS) & Preparation of Financial Statements
- Prepares financial information, manage treasury and assist management to manage risks.
- Prepare the Income Tax, Sales Tax (VAT) returns and other Tax related matters
- Changes in the financial operating environment and implements policies and processes to ensure the organization program adapts to these changes.
- Collaborate with Quantity and SDO section for value engineering of the projects.
- Serving as a principal adviser to the Project Director. Enhance collaboration between Finance Directorate, Project Director, and Executing Units.
- Ensures the Finance team consistently delivers a high standard of Subcontractors & Suppliers service.
- Preparation of presentation for management & other stakeholders like client, Banks
- Ensure the implementation & compliance of financial strategy, processes, policies and procedures.
- Liaison with Controller of Military Accounts & External Auditors.
- Review quarterly cash forecasts submitted to Head Office, to ensure efficient management of cash flows.
- Preparing Project Execution Plan with Planning Engineer & Chief Quantity Surveyor (Financial Budget)

Contract Agreement Compliance role:-

- Assist PD to Comply with FIDIC Clauses.
- Assist Management for the Preparation of Financial Model
- Initiate Delay Payment Claims, changes in law having financial effect claim.
- Verification of escalation claims initiated by CQS.
- Assist in finalization Contract Agreement with client.
- Dealing Contractor all risk (CAR) & Contractor Plant Machinery (CPM) Insurances.

Admin/Log officer role:-

- Look after day to day matters & ensure the Construction material to be reached at site on timely basis.
- Additional charge of Vehicle Fleet.
- Coordinate with District Management.
- Coordinate within FWO and other Govt and semi Govt Department.
- Assisting management for Event Organizer

Unesia Aluminum Contracting Co. LLC. Sharjah, UAE

As Accountant General

May 2014 to Sep 2017

Unesia Aluminum Contracting Company, L.L.C. was established in 1981 and over the past years has grown into a leading Aluminum Fabrication, Carpentry and Design Work Contractor supplying and installing a wide variety of systems to meet the demands of the construction industry.

Key Responsibilities as Accountant General:

Accounts Receivables.

- Preparing the Invoices for Customers, Based On % of completion Certificate.
- Keep following the customers regarding the Invoice payment.
- Reconciliation of Customer Accounts.

Accounts Payable.

- Entering the invoices into the QuickBooks.
- Comparing the Local Purchase Order amounts to the Invoices.
- Preparing the monthly payment to the suppliers.
- Monthly Supplier Statement Reconciliation.
- Dealing the Contentious issue with the supplier.

Banks:

- Monthly Bank Reconciliation.
- Dealing with the Guarantees.(Performance, Mob Advance & Retention Guarantees)
- Managing Loan Finance.
- Preparing the request for wire transfer to foreign suppliers.
- Opening Letter of Credit for foreign Suppliers.

Assets:

- Booking the Revaluation & Disposal of the assets
- Maintaining assets register
- Calculating the depreciation on each category of Fixed Assets.

Others:

- Assisting in the creation of new QuickBooks setup for newly sister company.

- Preparing all the Files which are useful for the annual audit.
- Participate in manual & automated system design as an adviser on internal controls.
- Follow-up on significant findings from previous audit.
- Audit of new management areas to evaluate internal control system
- Responsible for evaluating design & effectiveness of Compliance function.
- Coordinates activities of external auditors.
- Review internal administrative & accounting controls to safeguard resources & ensure compliance with company's policies & procedures.
- Review operational areas for stewardship of resources & compliance with established policies & procedures.
- Checking the petty cash of all petty cash holder in co. & match with their invoices

Grant Thornton International, Islamabad Auditor

Aug 2013 to Nov 2013

During short period at Grant Thornton, I gained valuable experience in statutory external audits, interim reviews, and other accounting and auditing services, enhancing my expertise in financial reporting, compliance, and risk assessment

Shaheen Enterprises Engineers & Contractors, Islamabad. Accounts officer

Aug 2011 to Jul 2013

A government contractor of Road and Infrastructure works.

Started my career as a book keeper, managed financial operations, including preparing and maintaining accounts, payroll, and projections in MS Excel, as well as handling tax matters and supplier/sublet payments. Additionally, prepared quotations, processed payment certificates, and ensured timely payments to suppliers/Sublet contractors.

COMPUTER PROFICIENCY

MS Word, MS Excel, MS Power Point, QuickBooks(enterprises), Peach tree, ERPS(OFAS)

PROFESSIONAL CERTIFICATION

| <u>LEVEL</u> | <u>EXAMINATION BODY</u> | <u>YEAR</u> |
|---|--|-------------|
| ACCA (Member) | Association of Chartered Certified Accountants | 2018 |
| ADV.DIPLOMA IN ACCOUNTING & BUSINESS | Association of Chartered Certified Accountants | 2012 |
| Certified Accounts Technician, CAT (UK) | Association of Chartered Certified Accountants | 2010 |

PROFESSIONAL DEGREE

| <u>LEVEL</u> | <u>UNIVERSITY</u> | <u>YEAR</u> |
|-------------------------------------|-----------------------------------|-------------|
| Masters in commerce | Higher Education Commission, Isb. | 2018 |
| B.Sc (Hons.) in Applied Accounting. | Oxford Brookes, UK | March 2013 |

REFERENCES

Further information and references will be furnished upon request.