

# MUHAMMAD SULAIMAN

(CMA/SOCPA/APA)

## Senior Accounts & Finance Professional

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Based in : RIYADH – Saudi Arabia

Iqama : Transferable | Ready to Join



### PROFILE

Finance & Accounting leader with extensive experience across Construction and Real Estate sectors. Skilled in IFRS, VAT/WHT compliance, budgeting, project costing, treasury management, internal audits, and ERP implementations. Demonstrated success in driving financial governance, optimizing cash flows, and managing large-scale development projects. Adept at aligning finance operations with organizational objectives while ensuring full regulatory compliance and operational excellence.

### WORK EXPERIENCE

#### Senior Manager – Accounts & Finance

Jul 2015–Oct-2025

#### Bahria Town (Pvt) Ltd – Islamabad, Pakistan

(Pakistan's most renowned private real estate developer, creating modern, master-planned communities with world-class facilities. Its landmark projects across major cities have redefined urban living through quality construction, innovation, and large-scale development excellence).

#### Major responsibilities

- **Directed complete accounting operations** for large real estate and construction projects, ensuring accurate recording, classification, and reconciliation of all financial transactions in accordance with IFRS.
- **Supervised the preparation** of monthly, quarterly, and annual financial statements, ensuring accuracy, completeness, and timely submission to senior management and external stakeholders.
- **Led ERP accounting modules**, including GL, AP, AR, FA, payroll, and project costing—ensuring system accuracy, data consistency, and automation of key financial processes.
- **Monitored project costing** and revenue recognition, ensuring proper allocation of expenses, verification of BOQs, contractor payments, and adherence to cost budgets.
- **Oversaw accounts payable and receivable functions**, ensuring timely payments, accurate billing, aging analysis, and effective collection strategies to maintain healthy cash flow.
- **Conducted variance analysis** and financial performance reviews, identifying deviations, cost overruns, and operational inefficiencies, and recommending corrective actions to management.
- **Coordinated external and internal audits**, preparing audit schedules, resolving audit queries, and ensuring full compliance with internal policies and regulatory standards.
- **Ensured accurate and timely VAT/WHT calculations**, filings, and reconciliations, maintaining 100% compliance with tax authorities and preventing penalties or nonconformities.
- **Managed treasury functions**, including fund availability, bank reconciliations, loan schedules, LC/LG arrangements, and optimal utilization of working capital.
- **Reviewed and approved supplier contracts**, payment certificates, and procurement documentation, ensuring financial accuracy, cost-effectiveness, and compliance with company policies.
- **Led, supervised, and trained accounting staff**, assigning duties, reviewing their work, and enhancing the overall capacity and efficiency of the finance department.
- **Ensured proper maintenance of fixed asset registers**, capitalization, depreciation schedules, asset tagging, and physical verification processes.
- **Collaborated with cross-functional teams** including projects, procurement, HR, and operations to ensure financial alignment, accurate reporting, and smooth operational workflow.

**Eden Builders (Pvt) Ltd – Islamabad, Pakistan**

- **Managed day-to-day financial operations** for residential and high-rise construction projects, ensuring accurate accounting, timely posting, and proper documentation of all project-related transactions.
  - **Performed detailed project costing** and analysis, verifying BOQs, contractor invoices, material consumption, and expense allocations to maintain cost control and budget accuracy.
  - **Handled reconciliations, tax filings, and audit** documentation with strict adherence to accounting standards and regulatory requirements.
  - **Ensured accurate VAT/WHT calculations and deductions**, reducing tax exposure through proper compliance, timely reconciliations, and error-free submissions.
  - **Developed transparent and well-structured financial processes**, strengthening audit readiness and reducing discrepancies during internal and external audits.
  - **Prepared cash flow statements** and project-specific funding forecasts, supporting management in financial planning and maintaining adequate liquidity for ongoing projects.
  - **Improved financial reporting quality** by generating precise monthly and quarterly reports, enabling senior management to make faster and more informed decisions.
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**Manager – Accounts & Finance***May 2005 – Dec 2012***Al-Ghurair Giga Pakistan (Pvt) Ltd – Islamabad, Pakistan**

- **Managed and supervised complete finance and accounting operations** for UAE–Pakistan joint venture real estate development projects, ensuring accurate financial recording, compliance, and timely reporting.
  - **Prepared and reviewed IFRS-compliant financial statements**, ensuring accuracy, completeness, and full adherence to SECP statutory reporting requirements.
  - **Monitored and controlled project budgets**, validating cost allocations, contractor invoices, and material consumption to prevent overruns, leakages, and financial irregularities.
  - **Designed and implemented effective cost control systems**, resulting in substantial annual savings and improved project profitability.
  - **Enhanced cross-departmental coordination**, ensuring consistent data flow between finance, procurement, engineering, and project teams, thereby reducing reporting gaps and financial discrepancies.
  - **Oversaw treasury and cash management functions, managing bank dealings**, fund availability, loan schedules, and working capital requirements to support smooth project execution.
  - **Conducted detailed financial feasibility studies and investment analyses**, providing management with reliable insights for strategic expansion, land acquisition, and new commercial/residential projects.
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**TECHNICAL SKILLS**

- **ERP Systems:** Practical experience with Oracle, Sadat Hyder & QuickBooks Pro across GL, AP/AR, FA, Payroll & Project Accounting. Skilled in configuration, data validation, workflow setup & process automation.
  - **Advanced Excel:** Strong command of Pivot Tables, VLOOKUP/XLOOKUP, Power Query, Power Pivot, Macros & Dashboards. Able to convert large data sets into clear analytical reports & insights.
  - **Financial Modelling:** Hands-on in budgets, cash flows, feasibility & sensitivity analysis, investment evaluation & KPI reporting to support management decisions.
  - **Payroll & HR:** Experience in salary processing, WPS compliance, benefits, leave & EOS calculations with proper integration to financial reports and audit support.
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**EDUCATION**

- **ACMA** - Institute of Cost & Management Accountants of Pakistan
- **APA** - Pakistan Institute of Public Finance Accountants

**LANGUAGES**

- English – Fluent
- Arabic – Conversational
- Urdu – Native