

# Tariq Mahmood

**CA-ICAEW Adv. Fellow CMA, CIPFA-UK, APFA**

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Dynamic and dedicated finance professional with more than 10 years' post qualification experience in diverse business environments. Task- focused and result-oriented individual who deploys participative management style and administrative aptitude in fast- paced corporate environment by assisting teams in challenging projects to achieve growth and efficiency objectives. Capable to excel in a strategic role within an organization and to assist in strategic decision-making.

- Skilled in monitoring all accounting transactions, reviewing accounting data, scrutinizing income-expenditure, maintaining all accounting ledgers and performing account reconciliations.
- Hands-on experience in successful Implementation of ERP, data standardization, handling of legacy system, data conversion, testing and training of employees.
- Adept at maintaining and providing accurate and timely financial statements, monitoring daily cash transactions, developing annual budgets and recording all financial activities for effective decision making.
- Proven expertise in preparing annual budget, continuously monitoring variances and reporting management with the reasons for those variances for effective decision-making.
- Possess good knowledge of accounting principles and practices, with ability to interact professionally people at all levels to validate financial information and maintain the highest level of confidentiality.
- Good technical knowledge of Oracle, Odoo, Microsoft Dynamics, SAP FI, B1, ECC6, QuickBooks, Tally and Peach Tree.

## Core Competencies

- |                          |                                   |                              |
|--------------------------|-----------------------------------|------------------------------|
| • Financial Planning     | • Portfolio Management            | • VAT Taxation               |
| • Accounting and Finance | • AR/AP Management                | • MIS Reporting              |
| • Accounting Procedures  | • Cost Control & Reduction        | • Internal/External Audit    |
| • Budgeting/Forecasting  | • Financial Analysis & Reporting  | • ERP Implementation         |
| • Cash Flow Management   | • Financial Statement Preparation | • Liaison and Coordination   |
| • Management Reporting   | • Statutory Compliance            | • Team Building & Leadership |

## Professional Experience

**AKFA Group Investment LLC, UAE (Aug 2022 – July 2023)**

### Finance Manager

#### Key Achievements:

- Successfully implemented Odoo software as the key player from start to the end.
- Maintained accounting controls by establishing a chart of accounts; defined accounting policies and procedures; developed updated and monitored Standard Operating Procedures (SOP).
- Developed annual budget, control income, cash flow and expenditure; compiled and analyzed weekly cash flow to determine monthly fund position and cash needs.

#### Responsibilities:

- Preparation & Presentation of consolidated Monthly/Quarterly financial results to, CEO along with suggestions & recommendations in accordance with IAS & International Financial Reporting Standards (IFRS)
- Ensure quality control over financial transactions and reporting as per accounting policies & internal controls.
- Manage and supervise day-to-day operations including but not limited to financial management, cash management, fixed assets management, personnel administration, payroll, inventory control.
- Supervising, examining and analyzing the accounting records, financial statements, and other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards.
- Perform weekly and monthly report preparation and distribution of financial operation results to aid in cost reduction and continuously improving operations. Financial modelling, Subsidiary books. Control of Trial Balance, Chart of Accounts.
- Ensuring to meet tight deadlines of submission VAT return, its compliance, identifying risk, minimizing VAT liabilities Input, Output Tax, charge with standard rate, zero rate, exempt and reverse charge mechanism, place and time of supply.
- Manage the intercompany funds, Bank Guarantees, Lease agreements & dealing with the banks
- Coordinating with the internal & external auditor to ensure satisfactory completion of audit

## Gold's Gym International, UAE (Mar 2020 - Sep 2021)

### Finance Manager

#### Key Achievements:

- Worked with group finance manager to implement controls and stream-line accounting processes
- Identified ways to streamline accounting operations and ways to improve the department while ensuring compliance with rules, regulations, company policies and procedures, and the law.
- Led and successfully completed HR and Finance Systems integration for seamless data flow.

#### Responsibilities:

- Leading the finance team and reporting to Group Finance Manager
- Tasked with financial analysis, budgeting & forecasting, variance analysis, monthly and quarterly management reports, cash flow management and VAT compliance
- Responsible for overall accounting operations including collections, purchase, contract compliance, receivables, deposits, disbursements, payroll etc.
- Assist group finance manager with special projects and ad-hoc requirements from management
- Identifies financial status by comparing and analyzing actual results with plans and forecasts
- Assist management to improve financial status by analyzing results; monitoring variances; identifying trends and provide recommendations for improvements
- Reduce & maintain collection targets with continuous monitoring and close communication with sales staff
- Preparing and explaining monthly profit & loss projections; administering the monthly closing processes Setting-up systems & procedures for compliance with VAT laws applicable to the company
- Coordinating with the internal & external auditor to ensure satisfactory completion of audit

## DicoTech Qatar, Doha, Qatar (Dec 2015 - Feb 2019)

### Assistant Finance Manager

#### Key Achievements:

- Served as key team member for SAP B1 implementation in DicoTech Qatar
- Develop relationship with banker to get the facilities @ 0%cashmargin
- Improved the timeliness of month-end financial reporting from approx. 14 to 5 days
- Development of Supervisor Tracking and Labor tracking system which converted the non- productive man hours to productive man hours

#### Responsibilities:

- Ensure accurate management reports are submitted with BOD Package
- Preparation of Cash Flow on Quarterly basis further break down into Monthly and weekly basis to analysis the Working Capital
- Liaison with banks for maintaining the Bank Facilities (Funded & Non Funded) to facilitate smooth operations Liaison with Banks for issuance of Bank Guarantees (APG, PB, & LC's)
- Preparation of Accounting Manual which include SOPs and DFDs Supervision of Payroll to follow WPS system
- Establish and implement effective Internal Controls of the company which leads toward minimum risk
- Maintained the fixed assets register and accurately recorded fixed assets in the company's books.

## Shafi Group of Companies, Pakistan (Jan 2013 - Oct 2015)

### Internal Auditor

- Reviewed monthly accounts and prepared executive summary for directors.
- Improved current system through additional controls and changes.
- Audited expenses according to SOPs for non-compliances.
- Completed audit, prepared report for senior management.
- Assured timely availability of LC's, Bank Guarantees and their accountability.
- Assisted external auditors during the time of interim and final audit.

### Academics

- Institute of Chartered Accountants in England and Wales UK - Finalist (ICAEW-UK) (41355710)
- Fellow Chartered Management Accountant, Institute of Cost and Management Accountants of Pakistan (F-2233)
- Affiliate Member, Chartered Institute of Public Finance Accountants-UK (49617-CIP)

### Professional Trainings

- Certificate in SAP Financial Training
- Certificate of Completion in Strategic Thinking
- Certificate of Completion in Microsoft Power BI
- Attended workshop on Advance Excel at ICMAP

### Personal Details

- UAE Driving License : Valid
- Visa Status : Visit
- Marital Status : Single
- Languages : English and Urdu