

# Muhammad Zahid Saeed (ACCA Member)

**Address:** Dubai, UAE -Visit visa (Expiry date 13-March-2024)  
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**Availability status:** Immediately Available  
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## Profile Summary:

Possessing more than 8 years of experience in accounting, finance and audit from well-known organizations given below:

- **Ishtiaq Ahmad & Co, Chartered Accountants** (Audit Trainee)
- **EY Ford Rhodes, Chartered Accountants** (Internee Advisory)
- **Diamond Group of Industries** (Senior Executive Audit)
- **DHQ Hospital, Pakpattan** (Finance & Budget Officer)

Experienced and driven accounting and finance professional with membership from Association of Chartered Certified Accountants (ACCA-UK), Bachelor's degree from University with expertise in accounting, financial management, analysis and planning. Skilled in collaborating all members of the organization to achieve business and financial objectives. Instrumental in streamlining and improving processes and reporting methods and implementing analytical solutions.

## Skills & Strengths:

- Financial forecasting, budgeting and internal audit & controls.
- Accounting, bookkeeping, accounts payable, accounts receivable, UAE VAT and payroll management.
- Implementation of SOPs, Cost analysis, KPI's, time management and team work.
- Preparation of Financial Statements i.e. SOCI, SOFP, SOCF, SOCE and Notes to the accounts
- Interpersonal and communication skills (verbal & written), attention to details and leadership skills.
- Proficient in MS Office & knowledge of accounting software e.g. Tally, Zoho Books, QuickBooks.

## Educational and Professional Qualifications:

- **ACCA (Member) 2016**  
ACCA
- **Bachelor of Arts (BA) 2013**  
University of the Punjab, Lahore, Pakistan



## Professional Experience:

- **FINANCE & BUDGET OFFICER**  
**DHQ Hospital, Pakpattan Pakistan**  
**Feb-2017 to Dec-2023**



- Streamlined budgeting processes and introduced process improvements that enhanced productivity.
- Apprised the monthly budget along with utilization and reasons/justifications for significant variations.
- Evaluated that all invoices are supported by duly approved purchase orders and other supporting documents.
- Ascertained the coding of invoices to the appropriate general ledger account and verified the invoices to check the number of units, unit price, quantity, purchase order and receiving advice.
- Executed cheque payments and submitted them, with their supports attached, for final approval.
- Provided management with insights and recommendations for improving the accounts receivable process.
- Managed the accounts receivable by maintenance and timely generation of invoices against each individual patient insurance claim.
- Adapted an effective system to track individual accounts receivable claim under the Sehat Sahulat Program (SSP).
- Performed accounts receivable, accounts payable and bank reconciliations on regular basis and ensured accurate aging and cash flow projections.
- Prepared monthly accruals/prepayments and making adjusting entries.
- Supervised the petty cash vouchers for validity and posting on timely basis into the computer system.
- Cooperated with HR colleagues to ensure accurate and timely processing of salary payments and ensured local government laws on payroll accounting.

- **SENIOR EXECUTIVE AUDIT**  
**Diamond Group of Industries, Lahore Pakistan**  
**Aug-2016 to Feb-2017**



- Implementation of strong, transparent and cost saving Internal Control System of production, stores, purchases, quality departments and other operations.
- Time to time conduction of Internal Audit of various companies of the Group and their department's day to day transaction.
- Monitor and verify day to day expenses and other transactions.
- Checking salaries, bonuses and commission of whole group as per policy.
- Maintaining Internal Control Systems by updating audit programs and questionnaires, recommending new policies and procedure.
- Preparing special reports when asked for by the management on various aspects of financial management, including asset management and security, financial reporting, decision support systems, management information systems.
- Monthly/quarterly stock taking of retail shops of Dolce Vita Home.

- **INTERNEE ADVISORY**  
**EY Ford Rhodes, Chartered Accountants, Lahore Pakistan**  
**Jan-2016 to June-2016**



- Special audit assignment conducted internal and financial controls assessment of all the department and programs of Punjab Education Foundation (PEF)
- Conducted impact assessment of programs through interactions with external stakeholders (field visits of PEF partner schools) and based on this review, provided recommendations to increase the effectiveness of the program in reaching its overall objectives
- Year-end stock taking, fixed assets verification and cash count of Muller & Phipps
- Stock taking of different outlets of Sapphire

- **AUDIT TRAINEE**  
**Ishtiaq Ahmad & Co, Chartered Accountants, Lahore Pakistan**  
**July-2015 to Dec-2015**



- Take an active part in audit planning to identify audit risks and appropriate audit strategy
- Gather audit evidence through communication and interaction with audit staff
- Prepare analysis of accounting data from client's books and records
- Prepare working papers and drafts of the financial statements
- Ensure audit files have all relevant and sufficient documentation on the appropriate section of the files
- Assist the audit supervisor to plan and review statutory and compliance audit under the supervision of audit manager

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- **HONORS & AWARDS**



- Secured 85% in secondary school certificate.
- Secured 96% Marks in CAT T1-Recording Financial Transactions.
- Certificates of appreciation from employers

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- **ADDITIONAL INFORMATION**

- Fluent in English, Urdu and Punjabi languages.
- References: Available upon request.