



MUHAMMAD USMAN SALEEM

ACCA Finance Expert with 8+ Years' Experience | ERP Systems & UAE Tax Specialist | Payable Expert | Proven Leader in Financial Planning & Analysis

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CAREER OBJECTIVE

Results-driven finance professional seeking to leverage expertise in financial analysis, UAE taxation, accounts payable, SAP FI, budgeting, and cash flow planning within a dynamic and growth-oriented organization. Aiming to contribute to the accounts, finance, or audit department by enhancing financial efficiency, ensuring regulatory compliance, and supporting strategic financial planning.

PROFESSIONAL SUMMARY

- 8+ years of experience in Chartered Accountancy, Outsourcing, and Textile Manufacturing with ACCA Professional Level qualification.
- Proficient in ERP systems (Oracle, QuickBooks, Sage 50, Tally) and certified in SAP FI, with expertise in UAE tax compliance.
- Skilled in financial analysis, FP&A, budgeting, variance analysis, month-end closing, and accounts payable/receivable management.
- Proven success in cash flow planning, capex & Opex management, and driving financial efficiency through process improvements.

PROFESSIONAL EXPERIENCE

GOURMET FOODS – PAKISTAN (AM ACCOUNTS PAYABLE) JAN 2023 – PRESENT



- Collected and logged purchase invoices from the Purchase Department, ensuring accurate record-keeping.
- Verified invoices for accuracy, resolved discrepancies, and posted verified invoices into the accounting system.
- Ensured all purchase receipts were properly posted and approved according to company protocols.
- Confirmed material receipt with the Store Department for all posted purchase receipts and maintained detailed records.
- Prepared payment requests for due invoices, ensuring all documentation was complete and accurate; generated Payment Orders (PMOs) based on validated requests.
- Sent requests to the Head Office for cheque preparation and signing; managed the delivery or deposit of cheques into vendors' bank accounts to ensure timely payments.
- Updated vendors on payment statuses, addressed any payment delays or issues, and reconciled vendor ledgers regularly to correct discrepancies.
- Withheld Income Tax on vendor payments, prepared and submitted WHT Summary to the FBR Portal, created WHT Challans, and sent them to vendors monthly.
- Managed and tracked capex payments according to approved budgets, ensuring all expenditures align with capital budgets.
- Monitored and managed Opex budgets for operational expenditures, ensuring adherence to financial plans and controlling costs.

Achievements:

- Reduced late payments by 30% through enhanced invoice processing efficiency.
- Implemented cost-saving measures that decreased annual accounts payable processing costs by 30%.
- Streamlined the cheque processing system, resulting in a 25% improvement in payment turnaround time.

INTELLECT ACCOUNTANCY UAE (MANAGER ACCOUNTS (REMOTE) JULY 2022– NOV 2023



- Prepare and oversee monthly bookkeeping and financial statements using QuickBooks for UAE and USA clients.

- Manage and reconcile monthly stock summaries for UAE clients, ensuring accuracy and completeness.
- Compile and file VAT Returns quarterly via the FTA Portal for UAE clients, ensuring compliance with regulatory standards.
- Conduct thorough analysis of accounts receivable reports, including aging analysis, to facilitate timely collections and maintain accurate records.
- Generate and review accounts payable reports (Unpaid Bills Report) for all clients, verifying and processing outstanding payments.
- Process payments from UAE banks to vendors, ensuring accuracy and timely execution of transactions.
- Perform detailed bank reconciliations for all clients, identifying and resolving discrepancies to ensure accurate financial records.
- Prepare audited financial statements for individuals and groups, including consolidated financial statements, and submit them to DMCC Portals.
- Supervise and manage accounts payable and receivable teams, ensuring efficient operations and adherence to company policies.
- Handle bookkeeping and monthly financial statements for various clients, ensuring accuracy and timely reporting.

Achievements:

- Transitioned accounting operations to a remote setup, boosting efficiency and accuracy.
- Implemented cloud-based software, reducing processing time by 40%.
- Enhanced financial processes, resulting in improved accuracy and timeliness in reporting.
- Received an appreciation letter for outstanding performance and significant contributions.

SADAQAT TEXTILE LIMITED – PAKISTAN (ASSISTANT MANAGER ACCOUNTS) MAR 2021– JULY 2022



- Preparation of Financial Statements: Accurately prepared financial statements using QuickBooks and SAP FI, ensuring compliance with accounting standards.
- General Ledger Management: Posted General Ledger (GL) entries, incoming and outgoing payments in SAP FI and QuickBooks, maintaining financial accuracy.
- Invoice Processing: Efficiently posted purchase and sales invoices for trading and online transactions in SAP FI and QuickBooks.
- Payment Management: Managed and processed local and international payments and invoices, ensuring timely and accurate transactions.
- International Payment Handling: Oversaw international payments for vendors and customers, optimizing payment processes and maintaining financial integrity.
- Bank Reconciliation: Prepared detailed bank reconciliation statements using SAP FI and QuickBooks to ensure accurate financial records.
- Sales Analysis Reporting: Compiled and analyzed monthly sales reports for international portals (Amazon, eBay, Walmart), providing actionable insights.
- Expense Comparison Reporting: Developed comprehensive expense comparison summaries for international portals (Amazon, eBay, Walmart), aiding in cost management.

Achievements:

- Enhanced Reporting: Improved accuracy and efficiency in financial reporting by 20% using QuickBooks and SAP FI.
- Optimized Payments: Reduced payment processing time and errors by 25% for local and international transactions.
- Strengthened Reconciliation: Achieved 30% more accurate bank reconciliations, enhancing financial statement accuracy.

LAHORE FASHIONS PVT LTD (ASSISTANT MANAGER ACCOUNTS PAYABLE) MAR 2017 – SEP 2020



- Ensure timely and accurate posting of transactions to journals, ledgers, and accounts.
- Verify vouchers, invoices, and delivery receipts in coordination with the Purchasing department.
- Allocate expenses correctly to accounts and cost centers by analyzing invoices and expense reports.
- Reconcile and update general ledgers with monthly statements, invoices, and documents.
- Supervise and motivate the Accounts Payable team to ensure effective performance.
- Oversee monthly closing processes for the Accounts Payable system.
- Ensure accuracy of data recorded in financial systems.

KRESTON HYDER BHIMJI & CO (AUDIT TRAINEE) Sept 2015 – Feb 2017



- Conducted external and internal audits for clients including Interloop Pvt Limited, Wintex Exports Pvt. Limited, Aspen Textiles (Pvt) Limited, IJ Plastic Industries Private, Bharara Textile, Hi Speed Travel and Tours, and Intelligencia Software Pvt Limited.
- Prepared and analyzed financial statements, including balance sheets, income statements, and cash flow statements, ensuring compliance with accounting standards.
- Performed substantive testing and analytical procedures to verify the accuracy and completeness of financial records during audits.
- Identified and reported audit findings, providing actionable recommendations to enhance internal controls and improve operational efficiency.
- Assisted in planning and executing audit assignments, including risk assessment, audit strategy development, and resource allocation.
- Conducted internal audits to assess and improve internal processes and compliance with company policies and regulatory requirements.
- Collaborated with clients to address and resolve accounting discrepancies and ensure timely and accurate financial reporting.
- Maintained strong relationships with clients, delivering high-quality audit services and effectively managing audit-related queries and issues.

EDUCATION SCHOOLS/COLLEGE PASSING YEARS

ACCA – UK	SKANS SCHOOL OF ACCOUNTANCY, FAISALABAD	Professional Level
B.B.A Hon's	GOVERNMENT COLLEGE UNIVERSITY, FAISALABAD	2008 – 2012
I.COM	TIPS COLLEGE OF COMMERECE, FAISALABAD	2006 - 2008
Matric	S.S.H.S SCHOOL, FAISALABAD	2004 - 2006



CERTIFICATE

CERTIFICATIONS

- SAP Financial Accounting User End Training - Excellence Delivered EXD Pvt. Ltd., Oct 2017
- Fundamental Data Analysis Using Power BI - Alison, Aug 2021
- Audit a Financial Model With Macabacus - CFI, Aug 2024 (ID: 111533616)
- Reading Financial Statements - CFI, Nov 2023 (ID: 87741179)

PERSONALITY TRAITS AND HOBBIES

- Traits: Self-motivated, excellent communicator, team player, stress-resilient, task-oriented.
- Hobbies: Financial market analysis, data analytics, reading financial literature, financial strategy games.

REFERENCE

Reference will be furnished on demand.