

Muhammad Faraz Maroof

**Najran Hospital Accommodation.**

**Saudi Arabia.**

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**Profile**

Energetic, self-starter and volume produce, readily adaptable to changing business environment. Experience of 10+ years in practice various financial and accounting activities including but not limited to leading and training accountants, evaluating performance, developing and improving the accounting process.

**Skill**

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| * Preparation of Financial Statement. * Reconciliation of G/L, Bank, Inventory. * Compliance value added Tax. * Compliance checking with financial regulation, rules, polices & proceeds. | * Oversee Production of monthly reports & cash flow projection. * Oversee accounts payable & payment cycle. * Support auditors & supervise the audit process. |

**Work Experience**

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| **Organization** | **Specialized Najran Medical Hospital Saudi Arabia (KSA)** |
| Designation  Tenure | **Sr. Accountant**  From OCT 2022 till Now |
| Major Responsibilities Included: | • Reporting to the Director of Finance for all finance-related matters.  • Prepare, examine, and analyze accounting records, financial statements, and other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards.  • Monthly working on IFRS-15 Revenue from Contracts with Customers.  • Quarterly Working on IFRS -9.  • Insurance Receivable make target for RCM for Prompt Payment.  • Analysis for Receivable target achieved.  • Follow up Reconciliation with RCM Team and Insurance Co.  • Monthly prepared Claim wise report.  • Monthly prepared and Follow up with aging Receivables.  • LTC Patient Contract and Cost analysis.  • Company Contract analysis for annual or Iqama renewal Medical Tests.  • Examining/Analysis of expense Vouchers.  • Monthly working on Ifrs-15 revenue.  • Prepare monthly Bank Reconciliation Statements.  • Inspection of Periodic Inventory in Store.  • Medical Inventory Issue Monthly Report.  • Medical Expired Inventory Issue Report.  • Weekly Cash Flow Statements.  • Oversee Cash Reconciliation with the Hospital front desk officer.  • Recovery of Advances staff.  • Prepare monthly Payroll.  • Oversee contract with payable.  • Processed monthly Accrual JV for Expenses.  • Processed monthly Provision JV for Revenue.  • Maintenance of General Ledger on ERP.  • Maintenance list for Renewal Iqama.  • Follow up with HR team employee annual contract.  • Oversee employee vacation and ESOB Calculation as per LABOR Law ACT.  • Renewal Annual Insurance.  • Coordinate with the annual audit.  • Oversee annual Zakat Calculation.  • Coordinate with the Internal auditor.  • Conduct Audits for other departments.  • Lead Junior Accountant  • Other Projects assigned by the Director of Finance.  **VAT**   * **Monthly Return**  1. Prepared VAT Input Claim for Monthly Return with evidence. 2. Prepared VAT Output adjustment for Monthly Return with evidence.  * Work on VAT Exemption policy & ZERO Rated TAX for Medical.   **Department Oversee In SNMH:**   * Lead Team * IFRS -15 & 9 * Payable Bills * Receivable Payment * Bank * Payroll * Insurance * Audit |

**Work Experience**

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| **Organization** | **Alatas Biglift Co. Ltd Saudi Arabia Jeddah (KSA)** |
| Designation | **Sr. Accountant** |
| Tenure | From May 2016 to Oct 2022 |
| Major Responsibilities Included: | * Reporting to the Financial Controller for all the finance related matters. * Prepare, examine, and analyze accounting records, financial statements, and other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards. * Creditor’s payable / Sub – Contractor’s payable. * Examining/Analysis of Vouchers. * Bank Transactions. * Prepare monthly Bank Reconciliation Statements. * Prepare monthly Stock Reconciliation Statements * Weekly Cash Flow Statements. * Official charges – Debtor’s Account. * Meal Consumption report –ABL Jubail. * Stock Issue Monthly Report. * Recovery of Head Office Advances. * Prepare monthly Payroll. * Creditor’s payable / Sub – Contractor’s payable. * Preparation of Internal Departmental Notes or Memo. * Ensuring Smooth Running of Computerized Ledger System. * Maintenance of General Ledger on Focus Software. * Renewal Annual Insurance. * Other Projects and assigned by Financial Controller.   **VAT**   * **Monthly Return**  1. Prepared VAT Input Claim for Monthly Return with evidence. 2. Prepared VAT Output adjustment for Monthly Return with evidence.  * Look after VAT Implications Project (Presentation, Timeline & co-coordinating with VAT Authorized & Ernst & young). * Work on VAT Exemption policy & ZERO Rated TAX.   **VAT TRAINING**   * VAT Implication Training By **Ernst & young (EY)** * KSA Tax, Zakat & VAT Seminar By **Ernst & young (EY)** * Saudi Arabia VAT Compliance like Monthly & quarterly return By **Ernst & young (EY)** * VAT – KSA 2018 Mechanisms and Challenges in KSA Seminar By **Managerial** **and Financial Training Center (MFTC) Institution of Management Accountants**   **Special Project:**   * Implementation of **IFRS standard** first time in ABL * Implementation of **VAT regulation** first time in ABL * Implementation of **ISO 9001:2015, ISO 14001:2015 and OHSAS 18001:2007** first time in ABL   **Department Oversee In ABL:**   * Payable Bills * Receivable Payment * Bank * Payroll * Insurance * Audit * VAT Implications |

**Work Experience**

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| **Organization** | **Karachi Shipyard & Engineering Works Ltd.** |
| Designation | **Sr. Accountant** |
| Tenure | From July 2013 to May 2016 |
| Major Responsibilities Included: | * Reporting to the M (Finance) and GM (Finance) for all the finance related matters. * Prepare, examine, and analyze accounting records, financial statements, and other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards. * Analyze business operations, trends, costs, revenues, financial commitments, and obligations, to project future revenues and expenses or to provide advice. * Overseeing Contractor, supplier and Spot Purchase Bills & Prepare voucher. * Working on Capital budget. * Participating actively in the Annual General Meeting and meetings of Board of Directors and its Sub-committee. * Preparation of Internal Departmental Notes. * Ensuring Smooth Running of Computerized Ledger System * Maintenance of General Ledger on Oracle & Quick Book.   **Department Oversee In KSEW:**   * Payable Bills * Receivable Payment Like (Sales & Rent) * VAT / Tax Department * Provident Fund * Ship lift & Transfer System   **VAT / TAX RESPONSIBILITIES:**   * Overseeing Tax implications and co-coordinating with **Shekha & Mufti** (Tax Consultants) for Internal Tax issues & External issues (like Notice from FBR or SRB office) * Making monthly statement & report regarding paid tax. * Monthly Sales Tax working. * Advising to bill department regarding Tax rate on (FBR & Sindh Sales Tax on Services SRB) * Good Command on Tariff of (SRB second schedule like 9809.0000) * Good understanding on Exemption policy of Sindh Revenue Broad * Good Command on Direct & Indirect Tax FBR.   **Special Project:**  **Coordination with Internal, External & Govt Auditors**   * Provident Fund Audit (Rahim & Jan Co.) 2013-14 * External Accounts Audit (A. F .Ferguson - PWC) 2013-14 * Government Audit (Auditor General of Pakistan)2013-14 * External Accounts Audit(Grant Thornton Anjum Rahman -Deloitte) 2014-15   **Special Task in KS&EW:**   * Worked in Provident fund grant loan to Permanent Employee. * Reconcile almost 10 year old Provident fund record for Audit Purpose. |

**Work Experience**

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| **Organization** | **Q NET Pakistan, Quest International** |
| Designation | **Accountant** |
| Tenure | From Nov 2008 to June 2013 |
| Major Responsibilities Included: | * Collected sales invoices, proper filing date wise, * Received monthly utility bills, monthly office liabilities bills and forward to payable depart before due date clear all the liabilities on time. * Maintained General ledger * Prepared payroll. * Maintained monthly expense report and forward to account officer. * Maintained attendance sheet. * Managed warehouse& Maintained Daily Stock report. * Check Daily stock Inventory. * Maintained petty cash Voucher |

**Work Experience**

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| **Organization** | **A.A Consultant** |
| Organization Type | Professional Accounting, Income Tax Consultancy, Sales Tax Consultancy, Wealth Tax Consultancy, Corporate Affair. |
| Designation | **Assistant Accountant/Accounting Technicians** |
| Tenure | From Dec 2006 to Sep 2008 |
| Major Responsibilities Included: | * Manage customers account * Post JV & Reconcile A/c * Maintained general ledger * Prepare sales report * Maintained cash book * Prepare Tax return * Record keeping (filing) |

**Professional Certification & Academic Education**

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| **Certification / Degree** | | Institution / University | **Specialization / Major** | **Passing Year** |
| M.COM | Federal Urdu University | | Cost Accounting, Finance | 2015 |
| B.COM | Dadabhoy Institute of Higher Education | | Finance | 2013 |
| D.COM | Institute of Commercial Education | | Commerce | 2010 |
| SSC | Oxford High School | | Science group | 2005 |

**Computer Skills and Other Abilities**

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| **Skills & Abilities** | **Proficiency Level** |
| Microsoft Tool (Word, Excel & Power Point) | Excellent |
| Focus ERP System | Excellent |
| Quick book | Excellent |
| Oracle Financial | Excellent |
| Focus ERP System | Good |

**CERTIFICATION:**

* Certified Public Accountants Certified by **SOCPA**
* VAT Implication Training Certified by **Ernst & Young**
* Saudi Arabia VAT Compliance like Monthly & quarterly return Certified by **Ernst & Young**
* KSA Tax, Zakat & VAT KSA 2018 Mechanisms and Challenges Certified by **Ernst & Young**
* IMS –System Auditing (Internal Audit) ISO 9001:2015, ISO 14001:2015 and OHSAS 18001:2007 Certified by **TUV NORD Saudi Arabia**
* IMS –awareness training ISO 9001:2015, ISO 14001:2015 and OHSAS 18001:2007 Certified by **TUV NORD Saudi Arabia**

**Personal Information:**

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| Date of Birth | : | 25-08-1988 |
| Nationality | : | Pakistani |
| Marital Status | : | Married |
| Passport | : | AC0980072 |
| Language Fluency | : | English, Urdu |
| Iqama | : | 2413624624 |
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**References:**

Can be provided on Request.