AWAIS NAZ



Sr.Financial Analyst

MBA FINANCE with Supply Chain Experience

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| AR EAS O F  EX P ER TI SE |
| * ACCOUNTING * BAANK RECONCILIATION * FINANCIAL STATEMENT   \*Balance Sheet  \*P&L  \*Cash Flow   * FINANCIAL REPORTING:   \*Budgeting  \*Forecasting   * RATIO ANALYSIS * OPERATIONS * PROCURMENT * INVENTORY MANAGEMENT * RESEARCH * EXCEL * TREASURY |
| AD D I T I O N A L  EXPERIENCE |
| * SPREADSHEET PROFICIENCY * VAT RETURN SUBMISSION * LOGISTICS * PAYROLL * EVENT ORGANIZING |

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| P ER SO N AL SUMMAR Y | |
| More than 20 years of experience in the field of finance and accounting. Highly Analytical, Financial control and Analysis with excellent communication skills. I am committed to meeting deadlines and adopt at problem- solving. I am driven by a belief in efficiency, integrity, and a commitment to deliver high-quality in all aspects of my work. My career goal is to advance into a senior or executive management position within the financial sector. | |
| ACCO MP L I SH MEN T S | |
| * Successfully reduced the outstanding value against total receivables to more than 50%. * Managed to reduce unknown & un-applied collections from 9 million to only 7k. This positively impacted bottom-line performance for the group. * Singlehandedly lead a team of 8 accounting & finance employees, meeting all deadlines perfectly. * Developed a complex finance and accounting database, reducing spreadsheet development time from 7 Days to 3 Days. * Managed to implement a report based large inventory system that impacted positively, and management was able to achieve a saving of approx.40million SAR. | |
| EXPERIENCE | |
|  | TANAMI ARABIA COMPANY  ***Sr. Financial Analyst (***October 2021 – September 2024) |

* Resolve bank and General Ledger discrepancies related to receipts from daily bank reconciliations.
* Develop and manage project budgets and financial forecasts.
* Monitor project expenditures to ensure budget adherence.
* Analyze cost variances and implement corrective measures as needed.
* Ensure alignment between financial plans and project objectives.
* Review and reconcile monthly accounts, including journal entries.
* Prepare financial reports, including variance analysis and cash flow statements.
* Oversee cash flow projections to ensure smooth project operations.
* Forecast financial performance to support strategic decision-making.

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| SKI L L S   * Analytical skills * Mathematical Proficiency * Regulatory Knowledge * Software Proficiency * Communication Skills * Problem Solving * Time   Management   * Team Management * Relationship Building |
| ED U CAT I O N |
| Masters of Business Administration *2002 -- 2004*  Bachelors of Commerce  *1999 -- 2002* |
| CER T I F I CAT ES |
| **MS-OFFICE**  from  APTECH Institute  “1st IT Training & Education organization in Asia to receive ISO 9001 quality education services.”  **TEAM BUILDING**  from  IPTC – Innovation Paths Training Center  **EFFECTIVE COMMUNICATION SKILLS**  from  IPTC- Innovation Paths  Training Center |

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| * Improve and optimize financial tracking systems and reporting tools. * Work with internal and external auditors for compliance reviews. * Serve as a backup for collecting outstanding accounts receivable invoices and posting adjusting journal entries as needed. * Support over 20 centers by addressing customer disputes, chargebacks, and related inquiries. * Manage a portfolio of more than 700 customers, ensuring timely collections. * Prepare and reconcile intercompany accounts. * Execute daily financial transactions related to accounts receivable. * Enhance financial processes to improve efficiency and accuracy. * Maintain proper documentation and financial records. * Implement and oversee a recovery system to initiate collection efforts. * Review collection reports to assess outstanding balances and collection status. * Monitor the accounts receivable trial balance to manage aging accounts effectively. * Allocate cash and match daily cash receipts to AR ledger accounts. * Oversee receivables collections to ensure timely recovery of outstanding amounts. * Coordinate VAT return filings to ensure compliance and avoid penalties. * Generate and review key Accounts Payable (AP) and Accounts Receivable (AR) reports daily. * Provide relevant and timely financial insights to top management. * Review and approve accounts receivable transactions for accuracy and completeness in the general ledger. * Manage refund status and the termination process. * Secure customer deposits to mitigate financial risks. * Prepare AR analysis, unbilled receivables analysis, and account reconciliations. | |
|  | SAUDI ELECTRIC SUPPLY COMPANY,  SESCO Al Tamimi Group  ***Accounts payable specialist.*** Jan 2016 – Sept 2021 |
| * Sent timely invoice reminders to enable improved payment efficiency for up-to-date company finances. * Produced monthly balancing reports & assessing payments * Handled accounting inboxes, quickly responding to invoice and expense requests to deliver payment within allotted deadlines. * Provide Import expertise to Supply Chain Team and execute improvement initiatives. * Preparing & Establishing LC Document when required. * Support in completion of Audit report * Pay vendors by monitoring discount opportunities. * Taking care **150**+ foreign vendors prepayments and follow-ups with. Branches to offset our advances. | |

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| **ERP**  *Oracle, MS-Dynamic 365* |
| P ER SO N AL - IN F O |
| * Marital Status – Married * Nationality – Pakistani * Religion – Islam * **Language**   + English *(fluent)*   + Urdu *(native)*   + Arabic *(conversational)* * Transferrable Iqama * SOCPA – Valid * Driving License - Valid * **Hobbies**   + Poetry   + Singing   + Travelling   + Exploring   + Writing   + Hosting |
| R E F E R E N C E S |
| A V A I L A B L E O N R E Q U E S T |

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| * Check SOAs for covering all pending issues on spot. * Using Excel & PowerPoint for making any presentation * Bank reconciliation * Preparing report as Advances VS Inventory for local vendors analysis report * Preparing report as Prepayments VS Non-Stock orders analysis. report * Established, supervised, and continuously improved import process flows in conformance with rules, procedures, and company policy. | |
|  | SAUDI ELECTRIC SUPPLY CO., SESCO  ***Import Administrator & Accounts Payable***  (Jan 2005 – Dec 2015) |
| * Focal point of SESCO Distributors for Payment operational activities in   + Coordination with Procurement Dept   + Data analysis for Stock & Nonstock purchase orders   + Delivery Assessment Analysis of All Top Vendors'   + Handling / Encoding broker invoices.   + Processing & approving the Local and foreign vendor invoices.   + Creating EX-WORK & IMPORT follow-ups   + Making Offset copies & keeping records to offset with Orders.   + Creating Top Vendor Purchases Report   + Adding new vendor details as per agreement   + Checking VAT Calculation on orders   + Saudi customs - Guarantee clearance (Bayan)   + Encoding service provider (TNT, ARAMEX, DHL etc.) invoices   + Issuing NON-STOCK purchase orders & change orders. | |
| EDUCATIONS | |
| **Master of Business Administration**: FINANCE  University of Management & Technology **(2002 -- 2004)**  [MBA] Graduate with Merit | |
| **Bachelor of Commerce:** B. Com  Punjab College Of Commerce (**1999 - 2002)** | |
| **F.SC :**  Saudi Arabian Intl. School － Al Khobar, KSA **(1998)** | |