

Rizwana Khatoon

A Results-Driven Finance Professional

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Why **Rizwana**?

- ❖ A dynamic, visionary Finance Professional with more than 10 years of hands-on experience in corporate and departmental budgets, variance analysis, Gross profit analysis, project cost control & product cost analysis
- ❖ A Certified ACMA who quickly sizes up complex situations and overcome them with innovative approaches.
- ❖ Fierce organizer, out-of-the box thinker and planner who adheres to the highest degree of professional standards that help to cultivate profitable alliances with diverse audiences, including customers, vendors and investors
- ❖ Strong interpersonal, written and verbal communicator who can deliver effective presentations to top management and focus on meeting deadlines and comfortable with interacting directly with foreign vendors and supplier

CORE STRENGTHS AND ENABLING SKILLS

- ❖ Product Costing
- ❖ Budgeting & Forecasting
- ❖ Analytical Skills
- ❖ People Management
- ❖ MS Excel Expertise
- ❖ Time Management
- ❖ Negotiation Skill
- ❖ Strong Communication & Presentation Skills
- ❖ SAP FICO

PROFESSIONAL EXPERIENCE

Indus Motor Company Limited

Working as "**Head of Budgeting, Planning & PM (Finance Department)**",

July 2012 – Present

Responsibilities/Accomplishments:

- ❖ Preparing and proposing whole year budget to BOARD and Management and get it approved.
- ❖ Monitoring & reporting CKD pricing movement to management and negotiation for same
- ❖ New model price negotiation in liaison with marketing
- ❖ Reporting projected profitability of the company of different scenarios
- ❖ Reviewing and reporting analysis of monthly expense variance report
- ❖ Ensuring tight cost control on revenue expenditure ended to be in line with budget
- ❖ Involve in working different royalty calculation methods & their impact on cost of product
- ❖ Involve in calculation and analysis of fixed cost sharing with Japan and its impact on cost
- ❖ Providing OEM Comparison (Profitability/Overhead/EPS), Royalty Negotiation, Management Presentations and driving cost reduction ways of thinking
- ❖ Supervising the teams in different areas and developing them according to company standards and succession planning
- ❖ Projected profitability and feasibility of different new products of Toyota & Daihatsu

Toyota Motor Daihatsu Engineering & Manufacturing – Thailand

Worked as "**Representative of Toyota Pakistan (Regional Job Assignment)**",

July 2011 – July 2012

Responsibilities/Accomplishments:

- ❖ Managed regional profit image for short-term and long-term profit plans and prepared Management Meeting Reports on monthly basis
- ❖ Coordinated with subsidiaries and affiliates for financial planning and analysis
- ❖ Analyzed the profit variance and identified any future potential and risk
- ❖ Coordinated with regional KI-J & Logistic TMAP-EM for AP region KI-J & Logistic status on quarterly basis
- ❖ Organized/participated regional accounting workshop and meeting
- ❖ Worked as workshop instructor

Toyota Pakistan (Indus Motor Company Limited)**Worked as "Head of Costing & Vendor Payments (Finance Department)",**

July 2008 – June 2012

Responsibilities/Accomplishments:

- ❖ Performed Gross Profit Analysis, evaluation for target cost pricing for new components, product-wise profitability forecast and fixed inventory related issues
- ❖ Reviewed and approved price approval papers of local vendor parts
- ❖ Involved in price negotiation of Local Vendor Parts as well as Capital & Non-Capital Projects
- ❖ Reviewed various pre-financial feasibility studies of capitalization and non-capitalization projects
- ❖ Supported other departments in cost assessment and price negotiation for Corolla, Hilux & Cuore
- ❖ Monitored local vendor liabilities, vendor advances and payment
- ❖ Preparation of Paint & Chemical, Consumable and Local Vendor Part Budget
- ❖ Actively involved with other team members in securing significant savings for IMC
- ❖ Analyzed & reported unusual financial items & trends identified as result of budget comparison
- ❖ Responsible for preparation of monthly Act#1, quarterly GC meeting, Board Meetings and Analyst Briefing Presentations
- ❖ Reviewed & analyzed monthly management accounts (financial statements), variants/brand-wise per unit cost /GP analysis over the period

Toyota Pakistan (Indus Motor Company Limited)**Worked as "Assistant Manager-I/II",** November 2005 – June 2008**Responsibilities/Accomplishments:**

- ❖ Successfully performed Aging Analysis (WIP, Finished Good & CBU), monthly variant-wise analysis of vendor part cost, resolved discrepancies with relevant departments and verified stock at vendor's premises and warehouse whenever required
- ❖ Reported management for future cost impact & making necessary provision of local vendor's part monthly
- ❖ Successfully negotiated vendor claims & settlements in amicable/cost effective manner
- ❖ Responsible for Derivation of Gross Profit through SAP Controlling Module, Stock Valuation Sheets, separately for owned manufactured finished goods, CBUs and raw material

Toyota Pakistan (Indus Motor Company Limited)**Worked as "Management Trainee (Product Development Department)",** October 2004 – October 2005**Responsibilities/Accomplishments:**

- ❖ Made timely submissions to the management including monthly and quarterly reports for local parts
- ❖ Involved in preparation of annual local part budget, cost assessment, and price negotiation for Corolla, Hilux (IMV) & Cuore and upcoming models
- ❖ Participated and represented costing section in IMV and 242L FS preparation
- ❖ Reviewed current pricing structure for local parts, also established standard cost factor for bench marking

Taher Mochhala & Company**Worked as "Consultant",** May 2004 – September 2004**Responsibilities/Accomplishments:**

- ❖ Prepared & maintained accounts of individuals & partnership firms
- ❖ Involved in stocktaking

ACADEMICS

ICAEW – Karachi, Pakistan, (2014 – in progress)

Chartered Accountant England and Wales (ACA)

Institute of Cost and Management Accountants of Pakistan (ICMAP) – Karachi, (1999 – 2003)

Associated Cost and Management Accountants of Pakistan (ACMA)

Govt. Science & Commerce College – Karachi, (1997 – 1999)

B.Com

ACTIVITIES

- ❖ Continuous learning and experiencing new things
- ❖ Social Networking – personal & professional, Social Media

ACHIEVEMENTS

- ❖ Corolla 2015 pricing (Pakistan)
- ❖ Re-Vamping vendor payment system
- ❖ Standardization of direct consumable via BOM
- ❖ Implementation of Press shop business process
- ❖ IMV-I Local part pricing
- ❖ Successfully prepared SAP Controlling User Manual
- ❖ Got huge appreciation on compilation of Tax Guide 2004-05 published by Taher Moochhala & Co.
- ❖ Achieved Certificate of Appreciation from Unilever for coordinating & helping them organizing "YOU DAY"
- ❖ Got exemptions in Principles of Accounting, Quantitative techniques & Business communication in ACMA
- ❖ Stood 1st in graduation at college level and attained distinctions in Principles of Accounting, Statistics & Advance