

SYED MUHAMMAD ABDULLAH

A Chartered Certified Accountant member with diversified experience leading a NGO as the President, worked with Ernst & Young Ford Rhodes as External Auditor, Also, worked with Pak Oman Asset Management Co LTD as an Acting Chief Financial Officer.

A hardworking & dedicated professional seeking to leverage my expertise and experience into a full time management & leadership role in your company.

PHONE:

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LinkedIn:

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Address:

Karachi, Pakistan.

Date of birth:

Jan-10-1994

Personal interests:

- History and traveling.
- Financial & current affairs.
- International politics & negotiations.
- Basketball.
- Crypto currency.
- Gardening.

Language:

- English (Proficient)
- Urdu (Mother tongue)

EDUCATION

✚ ACCA (Member) UK

2020

Audit, Finance, Tax, Accounting, Law & Management

✚ UNIVERSITY OF KARACHI

2020

Masters of Commerce

✚ UNIVERSITY OF KARACHI

2013 - 2016

Bachelors of Commerce

✚ PEARSON UK

2014 - 2016

Higher National Diploma (HND) in Business Accounting with 16 merits out of 18 courses.

WORK EXPERIENCE

✚ Pak Oman Asset Management Company Ltd.

Chief Financial Officer (CFO Acting)

26-August-2021 – 7-September-2021

Head Of Financial Reporting

16-July-2021 – 25-August-2021

Finance Manager

1-June-2021 – 15-July-2021

- Responsible for the preparation of monthly financial results, budget, and quarterly forecasts, board reporting and completion of the reporting requirements.
- Perform detailed analysis of accounts, prepare month-end reports, and presented findings to top level management.
- Key in entries and maintain the company's general ledger.
- Conduct a review of the monthly Business Activity Statements and balance sheet reconciliations.
- Responsible for monitoring stock levels and performing inventory reconciliations.
- Provide supervision of the annual internal and external audits.
- Responsible reviewing weekly accounts payable run and their authorization.
- Act as coordinator and go-between for corporate office and local brokers in the development of company investment policies.
- Suggest modifications and improvements to existing processes and help in the evaluation of such changes.
- Prepared and submitted monthly management accounts

Skills:

- Knowledge of SAP and Microsoft Office especially Excel & word.
- Excellent communication, time management skills, and ability to present complex information in an easy to understand format.
- Knowledge of international accounting standards & International financial reporting frameworks.
- Excellent problem solving, decision making, critical thinking & ability to work in a fast-paced environment.
- Leadership & management skills with practical experience leading multiple teams.
- An athlete mindset. Represented DJ College basketball team as a captain and won inter college basketball championship. Key star player of Karachi Basketball team at numerous tournaments.

Certifications:

- Certificate of Advance MS Office from Ami Apex, 2012.
- Certificate of Entrepreneur 101 from Curcle, 2016.
- Certificate of Financial Planning from Open2Study, 2016.
- Certificate of Introduction to Business in Asia from Open2Study, 2016.
- Certificate of Management for a Competitive Edge from Open2Study, 2016.
- Training at Annual Emergency Medicine Conference in Agha Khan University, 2012.

in a timely manner.

- Checked the general ledger for errors and performed reconciliations.
- Prepared the necessary weekly and monthly documents, including payroll.

✚ Foundation Fighting Poverty (www.ffppk.org)

President

11-April-2009 – Till date

- Lead the organization from the front in every domain. From 5 rupees to a multi-million smiles.
- Attended and chaired all national and international Board meetings to establish strategies, decision making, performance reviews and supervision over the directors.
- Reviewed human resource policies, procedures, training, and recruitment programs for volunteers and paid staff members to ensure company growth.
- Oversaw & trained the staff of the finance department.
- Served as a media and community spokesperson.
- Maintaining financial stability, legal obligations and development of growth strategies for multiple revenue streams including grant funding.
- Assisted in professional development & leadership to all assigned staff members.
- Oversaw and maintained coordination of workflow between different offices of the organization.
- Assisted and collaborated with all appropriate companies and other NGOs, in a positive manner.
- Built and maintained strong diplomatic relationships with various government officials.

✚ Ernst & Young Ford Rhodes (EY Pakistan)

External Auditor

8-August-2016 – 20-August-2018

- Part of the Audit/Review team on recurring basis for the following clients; Pakistan State Oil, TPL Trakker Ltd, Hewlett-Packard (HP), SC Johnsons, Ali & Associates, Getz Pharma (pvt) LTD, Juniper and DHL.
- Analyzed, examined, and interpreted account records, compiled financial information, and reconciled reports and financial data within the target time provided.
- Performed analysis, and communicated recommendations to management.
- Conducted year end stock count audit of reputable companies.
- Communicated accounting corrections to ensure accurate records.
- Trained and supervised new team staff, ensuring they maintain fastidious attention to detail.

OTHER EXPERIENCE

 **European Union Italy (Aiesec)**

October 2019 – November 2019

- Represented Pakistan internationally in Europe for the project “Immigrants & poverty”.

 **UNDP Turkey (Aiesec)**

June-2018 – July-2018

- Represented Pakistan internationally in Turkey for the project “Impact N Go”.

REFERENCES

Reference will be available upon request.
