

Mohammad Sameer AR Bhatti

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SUMMARY

- Profile: Age , 45 , Married
- Nationality: Pakistani
- Qualification: eMBA (Finance & Accounting)

WORK EXPERIENCE

Industrial Construction & Trading Co WLL, Kuwait

Sep 2011 – Oct 2012

Internal Audit Manager

I was appointed as an Internal Manager reporting to management. My responsibilities included as follows:

- Working with management to ensure all risks are identified and analyzed annually.
- Planning, organizing and carrying out internal audit functions, which involves preparation of audit plans, scheduling, assigning work and determining resource needs.
- Reporting departmental activities, policies and programs to management.
- Coordinating with external auditors and ensuring all parties involved are briefed in all relevant areas of concern and are aware of each other's work.
- Making recommendations on reviewed procedures and systems; reporting recommendations and findings and monitoring management response, as well as implementation.
- Reviewing and reporting on accuracy, relevance and timeliness of financial and other relevant information provided for management.
- Conducting any tasks or reviews as requested by management, providing such tasks or reviews do not compromise internal audit function objectivity or independence.
- Providing management with opinions on internal controls within the company.
- Evaluating and providing reasonable assurance that risk management, control, and governance systems are functioning as intended and will enable the organization's objectives and goals to be met.
- Reporting risk management issues and internal controls deficiencies identified directly to the management and providing recommendations for improving the organization's operations, in terms of both efficient and effective performance.

A. M. Al Khorafi Co WLL, Kuwait

Jun 2007 – Aug 2011

Finance Manager

I was appointed as a Finance Manager reporting to CEO in a department of 6 staff. My responsibilities included as follows:

- Implementing new system Microsoft Dynamics Great Plains with core modules like GL, AR, AP, Inventory, Fixed Assets, Projects etc.
- Leading day to day operations with regard to management accounting, financial accounting and treasury functions for the company
- To prepare accurate financial accounts which promote awareness at the appropriate management levels to take steps to make important strategic decisions.
- To plan, develop and manage company's Treasury related risk.
- To manage Treasury related issues such as the opening and administration of bank accounts, authorization limits for Bank accounts, control over bank accounts. To ensure that the most appropriate bank is selected in accordance with Treasury policy to effect transactions.
- To represent the company in dealing with external auditors to ensure the annual financial reporting meets the regulatory standards and the company's interests are maintained.
- To ensure that adequate financial evaluation of all capital expenditure takes place, so that decisions are made on sound information and analysis.
- To prepare and present timely, accurate and relevant business information which provides feedback to line management and promotes financially aware decision making.
- To establish and implement the revenue accounting strategy and ensure that best of breed procedures are maintained, in order that a framework exists for financial results to be recorded in accordance with internationally accepted accounting principles and standards.

- To ensure that monthly revenue reporting is provided to department managers on a regular, timely and accurate basis in order that this can be used to know the performance of the department and provide the basis for identifying corrective action to be taken if necessary.
- Preparing annual budget of the company. Preparing monthly comparison of budget vs actual by department with identification of variances thereto.

Al Manar Financing & Leasing Co. Kuwait

Oct 2004 – Jun2007

Assistant Chief Accountant

- Supervision of accounting staff to ensure that proper accounting processing is applied.
- Supervising Accounts Payable: Reconciliation of Payables balances with suppliers statements of account, Aging analysis, working out Murabaha and Mudaraba Cost, Auditing payments, settling accounts.
- Responsible for Monthly Closing entries, other adjusting entries, Reconciliation.
- Responsible for Finances borrowed from financial institutions/banks, calculating the payment plans based on given rates and period.
- Follow up effecting the payment schedules for borrowed amounts etc.
- Preparing monthly financial statements (Balance Sheet, Income Statement etc.)
- Supervising budgeting staff. Review of Budget vs. Actual is analysis is properly prepared.
- Responsible for HR monthly transactions (GL related entries) related to salaries, leave, indemnity etc.
- Preparing Central Bank Reports monthly/quarterly/yearly.
- Responsible for co-ordination with internal and external auditors.
- System administrator for AccPac. Defining users privileges profiles depending on their responsibilities.
- Creating setup for new companies in AccPac
- Coordinating between IT Department and other IT companies for matters related to new system. (AccPac and Tracks).
- Responsible for implementing the new system and integration between the existing platform and the new system. Projects follow up.

The Investment Dar, Kuwait

Oct 1999 - Sep 2004

Senior Accountant

- Supervision of accounting staff (AP Section) to ensure that proper accounting process is being applied. Handling Accounts Receivables: Analyzing Receivables by Activity, Product and Age wise, Reconciliation of Receivables, Cash and Banks accounts.
- Supervising Accounts Payable: Reconciliation of Payables, Aging Analysis, calculating the Average Effective Yield Rate, Working out Murabaha and Mudaraba Cost, Auditing payments, settling accounts.
- Supervising accounting of the company's Investments: Available for Sale & In Associated Company and the other Investment Activities like Funds and Portfolios.
- Responsible for monthly closing, Passing Adjusting Entries, Reconciling contra accounts.
- Preparing Central Bank Reports monthly/quarterly.
- Responsible for co-ordination with internal and external financial auditors.
- Responsible for calculating and adjusting the Provisions for Bad & Doubtful debts.
- Responsible for calculating and adjusting the company's Deferred Profits according to the IAS 39.
- Handling the budget, annually /monthly, providing regular reports on actual performance against budget.

Projects:

- Served as Subject Matter Expert in suggesting solutions for the Business Future Process of The Investment Dar Company - One of the biggest investment companies working in Kuwait - and ensuring implementation of Oracle Financials' All Modules passing through 12 months CRP and Set-up plus 8 months test environment and 6 months parallel run for both old and Oracle systems including Data Migration, ending by 6 months monitoring the live environment outputs.
- Training the company's staff to work on the AR & AP, PO and GL Modules.
- Mosaic System - Front Office Application. Ensuring integration of Back End with Front End

Kuwait Finance House, Kuwait

Oct 1995 - Sep 1999

Internal Auditor

Working in KFH (an Islamic Bank) enhanced my understanding of the Islamic Investment products and the Islamic spirit of the financial transactions.

- Independent Audit of Branches & other various departments of the bank.
- Preparation of Audit Reports and follow up of Recommendations implementation
- Review of procedure manuals, ensuring compliance by branches and departments
- Active part in testing and implementing of new front end systems.

- In-charge of Accounts Receivable, Reconciling customer Accounts, Follow up of Collection, Correspondence with corporate accounts on related matters
- Bank Reconciliation
- Responsible of Accounts Payable, Reconciling Airline Accounts, preparing BSP reconciliation and correspondence thereof, Making payments to Airlines every fortnight
- Fortnightly closing of Accounts.

EDUCATION

Executive MBA

Preston University Islamabad, Pakistan

(Finance & Accounting)

July 2009 - Nov 2010

Bachelor of Commerce (B.Com)

University of the Punjab Lahore, Pakistan

(Accounting, Auditing, Economics)

Sep 1986 - Mar 1988

OTHER CERTIFICATES

• Arabic Language for Non Speakers - 2nd Level	Kuwait University	Kuwait	12-02-94 to 20-05-94
• Report Writing	Human Investment Corp	Kuwait	28-09-97 to 01-10-97
• Arabic Language for Non Speakers - 3rd Level	Kuwait University	Kuwait	15-06-02 to 24-07-02
• Investment Portfolio Management	Brain Power Center	Kuwait	26-04-03 to 30-04-03
• Budgeting		Kuwait	19-09-05 to 03-10-05
• Business Finance	Informatics		25-09-05
• Financial Management Basic			28-09-05
• Financial Management Advances			03-10-05
• IFRS Update Seminar	Ernst & Young Consultancy Co	Kuwait	16-09-06 to 18-09-06
• Financial Analysis Reporting and Budgeting		Kuwait	21-09-06
• Arabic Language Level 1	Center for Computer Management Studies	Kuwait	09-09-10 to 30-12-10
• Arabic Language Level 2			09-09-11 to 30-12-11

IT Skills

• Diploma in Computer Software	Pakistan Institute of Computer Sciences	Sialkot, Pakistan	01-01-92 to 31-12-92
• MS – Excel	Human Investment Corp	Kuwait	18-11-95 to 29-11-05
• Beginning & Intermediate Access 2.0	New Horizons	Kuwait	18-10-97 to 29-10-97
• Advanced Access 2.0			14-03-98 to 18-03-98
• Advances MS Access XP	Info Center	Kuwait	20-11-04 to 24-11-04

LANGUAGES

- Urdu/Punjabi (Native)
- English (Fluent)
- Arabic (Very Good)