

Sartaj Alam

Date of Birth : June 01, 1984
Current Address : Rua S Jose Delta 01, Comoro Dili, Timor Leste (East Timor)
Home Country Address : 30-C, 10th Badar Commercial Street, Phase V Ext., DHA, Karachi, Pakistan
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Profile Statement:

Highly motivated Accounting & Auditing professional having first class university degree "Masters in Business Administration" majors in Finance, seven years proven professional working experiences in Accounting & Finance as well as Internal Audit & Compliance departments of diversified organizations in the sector of Consumer Finance, Trading (Wholesaling, Retailing & Duty Free Retailing), Hotel & Restaurant, International Coffee Chains, Missionary Services to the United Nations (UNMIT) & International Stabilization Force (ISF) and Advertising & Media. Seeking a position in Accounts, Internal Audit & Finance where extensive experience will be utilized to maximize company potential.

Professional Experience Summary:

Last Designation	Organization Name & Place	Period	Reporting to
Group Internal Auditor	ETT Group , Dili Timor Leste (<i>East Timor Trading Lda., Consolidated Food & Beverages, Discovery Inn Hotel Lda., Gloria Jean's Coffee International, Cafe Chino Lda., Duty Free Shops Lda, Cheers Bottle & Smoke Shop Lda., Supermarket, Café & Bar Services to United Nations Mission (UNMIT) & ISF</i>)	January 2011 to Present	CEO & Audit Committee
Senior Branch Accountant	Dawlance Group of Companies (USL), Karachi Pakistan	February 2009 to December 2010	Head of Finance
Manager Accounts	CreativeCom and Media Idée, Karachi Pakistan	May 2005 to January 2009	CEO & Directors
Assistant Accountant	The Brand Partnership (Pvt.) Ltd., Karachi Pakistan.	September 2003 to April 2005	Manager Finance

Academic Qualification:

Degree	Institution	Completion year	Division/ CGPA
MBA (Finance)	PAF-KIET (<i>Pakistan Air Force & Karachi Institute of Economics & Technology</i>) Pakistan	2009	First / 3.25
Bachelor of Commerce	University of Karachi, Pakistan	2005	Second
HSSC Science (Pre-Engineering)	F.G Urdu Science College, Karachi, Pakistan	2001	Second
SSC (<i>Science</i>)	Federal Board Islamabad, Pakistan	1999	Second

Major Courses

- Financial Models & Forecasting
- Risk Management
- Analysis of Financial Statements
- Taxation
- Financial Management
- Cost & Managerial Accountings
- Financial Accounting
- Introduction to Business Finance

Computer Skills

- Proficient in MS Office
- Certificate of "Computerized Accounting" course from "Institute of Cost & Management Accountants of Pakistan"
- Proficient in Accounting Software (MYOB Account Premier, Retail Manager, IQ POS, Room Master, VB.Net, FoxPro, Peachtree, Quick Book)
- Proficient in report writing & presentations

(CIA & CFE certifications are in process and will be completed by 2013 hopefully)

Experience Details

◆ January 2011 to date

Organization : ETT Group, Republic of Timor Leste

Industry: {East Timor Trading Lda., Importers & Distributors of 15 multinational companies having bonded warehouse **Discovery Inn Lda.**; Four star hotel & fine dining restaurant **Gloria Jean's Coffee International**. International Coffee Chain franchises in Timor Leste **Duty Free Shops Lda.** Duty Free Shop in Dili International Airport **PX Obrigado Lda.**; Supermarket, Café & Bar in the headquarter of UNMIT (United Nations Mission in Timor Leste) **Camp Phoenix Lda.**; Supermarket in International Stabilization Force base **Heli Port Lda.**; Supermarket inside Australian Army base **Cheers Bottle & Smoke Shop Lda**: Retail shop in Timor Plaza **Café Chino Lda**: Three food shops in Timor Plaza food court **Transglobal Marketing NT Pty Ltd.** Darwin Australia an Import & Export Agency}

Designation : Group Internal Auditor

Reporting To : Chief Executive Officer & Audit Committee

Responsibilities:

- Preparation of Internal Audit Plan and Presentation to the Governing Body
- Preparation of Audit Work Programs (scope, objective, checklist) and Assigning Audit Task to the Audit Team
- Executed the audit program (Perform the field work of Internal Audits)
- Supervising and Monitoring of the Works of Audit Team Members
- Assured compliance with policies and procedures.
- Tested and revised accounting records and entries
- Participated on audit testing on financial statement sections
- Tested and reported on Internal Control weaknesses
- Overseeing stock takes and write-offs as well as conducting random checks.
- Complete warehouse audits which verify product freshness, threshold dating and product specifications.
- Monitor warehouse product aging reports & comparative analysis with bond report
- Perform the night audit operations to ensure the maintenance of financial controls, and compliance with hotel standards
- Coordinate with other departments (i.e. Café & Bar /Housekeeping) to ensure quality service is provided to all guests.
- Monitoring & audit testing daily Restaurant, Hotel (rooms & mini bar) , Laundry, Gift Shop & Car Rental Revenues and correction
- Plan and conduct audits of computerized financial systems, compliance with financial policies and procedures.
- Monitoring & checking daily operational & financial activities & movement like sales, stocks, accounts receivable, general ledger, accounts payable, bond release, Z-readings etc., for all group companies.
- Review and Analysis of Daily Management Information System (MIS) Report
- Carrying out audit related investigations including suspected fraud and corrupt activities within the Group.
- Prepared reports on findings in the internal audit process substantiate by proper & adequate evidence
- Ascertain that the audit recommendations are appropriate/practical & conduct exit meeting to discuss the findings with auditee
- Preparation of periodic Audit Reports and attending the Governing Board Meetings.
- Followed up & Monitoring implementation status of past audit recommendations. Audit recommendations of which 98% was accepted and implemented by the managements.
- Providing training, coaching and guidance to Internal Audit staff in conducting audits & audit related task
- Identify and evaluate existing areas of risk and controls in the Group assess them in order of importance and priority and recommend ways of mitigation
- Coordinate with external auditors and other review activities ensuring proper briefing on areas of concern.

◆ February 01, 2009 to December 2010

Organization : Dawlance Group of Companies (USL) , Pakistan

Industry : Manufactures & Hire Purchasers of home appliances

Designation : Senior Accountant (Branch Accounting)

Reporting To : Head of Finance (Executive Vice President)

Responsibilities:

- Maintaining General Accounting (function) Records & periodic trail balance
- Assisting in the preparation of budget, financial reports, statistical reports, Variance analysis and other reports as required
- Scheming & Analysis of Accounts Receivable (Aging) liaison with recovery team

- Liaison with Internal Audit Department to strengthen controls
- Dealing with Governmental Agencies (EOBI, SESSI, Excise & Taxation Departments)
- Preparing reconciliation of Stock, Banks, Customers, Vendors & Dawlance Group Companies Ledgers and conduct analysis of general ledger accounts
- Assist in the preparation of the payroll by providing zonal staff records
- Sales & Recovery targets forecasting liaison with sales team
- Providing hire purchase planes; liaison with Corporate / walking customer
- Outline everyday correspondence related to the compliances, approvals and corporate deals
- Handling cash, petty cash, payments disbursement & controlling over expenditures
- Extract and collect data through FTP-DTS from various locations in financial or accounting systems (VB.Net)
- Maintaining proper control over various financial records such as expenditures against budgeted amounts and variance analysis
- Initiating Purchase Orders, Cross Verifying Stock deliveries to various locations, collecting delivery challans, scrutinizing supplier invoices and forwarding for payment along with proper support after making adjustments of advances, supply returns and credit notes
- Responding to accounting, budget, operational, compliance and financial queries
- Providing support to staff services such as medical, travel, expense claims and conveying SOP's

◆ May 01, 2005 to January 31, 2009 (3 ¾ years)

Organization : M/s. CreativeCom & M/s. Media Idée, Karachi Pakistan
Industry : Advertising Agency
Designation : Manager Accounts
Reporting To : Chief Executive Officer & Directors

Responsibilities:

- Planning & Managing Cash Flows
- Budgeting & Variance Analysis (*Quarterly Cost, Expense & Revenue Budgets*) & Forecasting
- Monitoring Company Accounting Books
- Preparing & Analyzing Financial Statements
- Monitoring Billing & Recovery
- Reconciliation (*Vendor, Client & Bank Accounts*)
- Project Costing (*BTL Activities*) liaison with account management team
- Liaison with tax consultants & Leasing Companies
- Dealing with Governmental Agencies (EOBI, SESSI, Income Tax Departments)

◆ September 21, 2002 to April 31, 2005 (3 years)

Organization : M/s. The Brand Partnership (Private) Limited, Karachi Pakistan (www.thebrand.com.pk)
Industry : Advertising Agency
Designation : Assistant Accountant
Reporting To : Manager Finance

Responsibilities:

- Preparing Complete Books Of Accounts
- Making Payment (preparing vouchers, cheques, T.T, DD and pay orders)
- Analysis & Reconciliation Of Vendors, Clients & Banks
- Invoicing to clients & Recovery
- Preparation of Income Tax & GST Returns (*Monthly, Quarterly & Yearly*)
- APNS Clearance Planning

◆ March 01, 2003 to December 24, 2010 (Financial Analyst & Consultant, Part Time)

Organization : Optec Lighting & Systems, Pakistan (PHILIPS Authorized Industrial Distributor)
Industry : Distribution

Responsibilities:

- Checking & Auditing Accounting Books on monthly basis

- Preparation of Annual Income Tax Returns & Filing (Liaison with tax consultant)
- Assisting in legal matters (*i.e., firm registration, Trade Marks, Copy Rights*)
- Assisting Directors in planning of launching & adding new brands in distribution line

Awards

- Awarded "Best Presentation Finance Certificate" by PAF-KIET on its 5th Project Poster Exhibition, Conference & Seminar Event
- Awarded "Distinguished Service Award of the year 2011" certificate by ETT Group Timor Leste during annual prize distribution event

References

1. Mr. Aziz-ul-Haque, Chief Financial Officer, East Timor Trading Lda Group of Companies,

Relationship: Current Colleague

Address: Rua S Jose Delta 01, Comoro Dili, Timor Leste.

Contact: 00670-7326241

azizulhaq@ettgroup.biz or aziz021@yahoo.com

2. Mr. Ehmer Kirmani, CEO, Media Idée & CreativeCom, (www.mediaidee.com, www.c2.com.pk)

Relationship: Ex-Employer

Address: CocoDel Mar 30-C, Badar Comm Area, 10th Street, Phase V, Ext., DHA, Karachi, Pakistan

Contact: 009221-5347685 Cell: 0092300-8295384

ehmer@mediaidee.com,

3. Syed Asad Bukhari, Director, Optec Lighting & Systems, (PHILIPS Industrial Distributor)

Relationship: Ex-Employer

Address: 10-C, 9th Street, Badar Commercial Area, Phase V, Ext., DHA, Karachi

Contact: 009321-2381390

Optec-engg@cyber.net.pk,