

Abdul Moiz Naveed ACCA | Senior Consultant

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SKILL PROFILE

- Currently working at Think Biz Management Consultancies as Senior Business & Tax Consultant managing a portfolio of 50 clients and responsible for their accounting, reporting, taxation and compliance matters. *(Think Biz is a leading consultancy firm based in UAE offering management consultancy in market research, feasibility studies, accounting, taxation and human resource)*
- Previously worked with Da Gate Hub Management Consultancies as Business and Tax Consultant for over two years *(Da Gate Hub Management consultancies has wide range of clients in government sector and private sector in different industries such as food & beverages, transport, trading, logistic services and manufacturing industry. It is one of the first company to become tax agency in UAE)*
- Working in a fast paced environment, key highlights at Think Biz and Da Gate Hub include;

Implementation of accounting systems for a number of clients which included extensive data migration ensuring client reporting requirements are adequately met

Ensuring the processes are in compliance to IFRS, tax and other laws as well as client's internal policies and procedures

Reporting EBITDA/NI based financial reports to clients and discussing in-depth financial analysis in order to aid the decision making process

Preparation and finalization of long-term business plan and financial feasibility analysis for new investors. This included extensive usage of excel modelling

Providing high quality training to clients after go-live to ensure their understanding of different modules such as GL, AP, AR, CE, FA, GL Budgeting and FR

Tax consultancy. This included tax registration, quarterly VAT compliance / filling / refunds and handling appeals for reconsideration for penalty

- Committed and performance driven professional with over 8 years of experience in Risk & Advisory Services, Internal Audit, Financial Reporting and Management Consultancy
- Hands-on experience in product-wise price analysis including sensitivity and product demand/supply elasticity at Shopcity FZCO. Also lead annual budget preparation and actual vs budget variance commentary
- In-depth knowledge and experience in assessing compliance of international standards; IFRS & US GAAP
- Extensive use of wide range of applications such as Oracle & SAP
- Experience of liaising with senior management and delivering professional presentations
- Advance computer proficiency including financial modeling using pivots, complex formulas & macros)

EMPLOYMENT HISTORY

Position	Employer	Period Served
Senior Business & Tax Consultant	Think Biz Management Consultancies Dubai, UAE	Mar 2020 Till Date
Business & Tax Consultant	Da Gate Hub Management Consultancies Dubai, UAE	Dec 2017 to Feb 2020
Chief Accountant	Shopcity FZCO Dubai, UAE	Oct 2016 to Nov 2017
Internal Control & Compliance Executive	International Petrochemical Pvt ltd Lahore, Pakistan	Sep 2015 to Aug 2016
Intern	Ernst & Young, Universal Exchange Company and MCB Bank Lahore, Pakistan	Jun 2014 to May 2015

(Details of professional experience is included below)

PROFESSIONAL QUALIFICATIONS

- **ACCA-UK** Association of Chartered Certified Accountant (Member) **2014**
- **Advance Diploma in Accounting and Business-UK** **2013**
- **CAT-UK** Certified Accounting Technician **2010**

DETAILED PROFESSIONAL EXPERIENCE

Think Biz Management Consultancies (Dubai, UAE)

Mar 2020 till Date

Senior Business & Tax Consultant

Think Biz Management Consultancies is a leading consultancy firm in UAE offering management consultancies in market research, feasibility studies, accounting, taxation and human resource. Think Biz has a wide range of local and international clients. Currently working as a Manager of Accounting & Tax Division and managing a portfolio of 50 clients. Key responsibilities and achievement in the role include:

- Preparing business plan and feasibility analysis for new investors
- Preparing financial analysis for business growth.
- Ensuring compliance for IFRS and tax laws.
- Ensuring compliance for policies and procedures for different clients.
- Advise clients on tax matters as per the UAE VAT Laws.
- Filling of Tax returns, Voluntary disclosures, VAT refunds and Penalty reconsiderations for different clients.
- Implementing accounting system for clients and help in migrating data.
- Tax consultancy and monthly financial reporting.
- Providing training for tax and accounting system to clients.
- Review and finalization of management reports and internal financial statements and reporting it to clients
- Develop and document business processes and accounting policies to maintain and strengthen internal controls
- Reviewing and ensuring accuracy of internal accounts.
- Monitor compliance with company policy and accounting procedure.
- Overall management of team for working on the accounting records and financial reports and ensuring compliance with company, owner, statutory and fiscal requirements
- Identify and report process improvements.
- Advising clients on supply chain process, implementation and compliance
- Managing working capital cycle of clients.
- Working with clients for automation in finance and supply chain process

Da Gate Hub Management Consultancies (Dubai UAE)

Dec 2017 till Feb 2020

Tax Agency (TAN # 30002544)

Business and Tax Consultant

Da Gate Hub Management consultancies is one of first company to become Tax Agency in UAE. Currently Da Gate has wide range of clients in government sector and private sector in different industries i.e. food & beverage, transport, trading, logistics, service and manufacturing industry. Working as Business and Tax Consultant, managed a portfolio of 40 clients for accounting and tax services. Key responsibilities and achievement in the role include:

- Review accounts (Receivable & Payable Management, Inventory Management and cost control, final accounts and month end closing) for each client allocated
- Implementing Accounting system for clients
- Preparing Policies and procedures and provide training to comply with policy and procedures
- Preparing Financial Analysis for client for improvement in business
- Building strong network relationships with clients
- Performing Diagnostic analysis to identify loopholes in system
- Reviewing client records to ensure they comply with applicable laws and regulation
- Preparing and filling Tax Returns of clients
- Registering Clients with FTA for VAT purpose
- Deregistering clients with FTA for VAT purpose
- Implementing SAP and other software's for clients
- Identify and report process improvements

Shopcity FZCO (UAE, DUBAI)**Oct 2016 till Nov 2017****Chief Accountant**

Shopcity FZCO is fast growing Company in e-commerce & wholesale industry operating in UAE with annual turnover of circa AED 18m. The company deals in sale of mobile phones under mobishop.ae and other sites for laptops, electronics, games, perfumes, jewelry and garments. Key responsibilities and achievements in the role included:

- Price analysis of each product listed on website to compete with other websites
- Successfully developed finance policy, accounting framework in accordance with IFRS
- Ensure timely clearance of accounts and mapping of respective general ledger entries
- Ensure timely payment received from customers
- Timely payments made to suppliers
- Preparing budget and investigate any variance for better performance
- Followed up with bank and credit card companies to ensure payments
- Preparation of Monthly, Quarterly and Annual financial statements in accordance with IA

International Petrochemical Pvt Ltd (Lahore, Pakistan)**Sept 2015 till Aug 2016****Internal Control & Compliance Executive**

International Petrochemical Pvt Ltd is an international trading company with annual turnover of USD 125M. Company deals in trading of chemicals and oil. Company currently operates in Seychelles, Russia, UAE, Vietnam and Pakistan. Key Responsibilities and achievements in the role included:

- Assisted in completing the Monthly, Quarterly and Annual Audit plan;
- Risk assessment for business activities, designing & implementation of effective internal control procedures at every operation;
- Prepared and organized logical Support papers that outline results identify issues;
- Ensure adequate documentation is maintained to substantiate all audit related issues;
- Identify and report process improvements value-added observations for audited units that help enhance operational effectiveness & compliance of errors identified during Audit;
- Verify financial statements prepared in accordance with IAS/IFRS and prepare detailed financial analysis for board of directors;

Ernst & Young (Lahore, Pakistan)**Oct 2014 till May 2015****Intern in Business Risk Advisory**

Working under the business risk advisory division. The portfolio included following multinational companies and government clients such as:

- Punjab Small Industry Corporation (PSIC)
- Punjab Skill Development Fund (PSDF)
- PepsiCo International

INTERNSHIPS

Universal Exchange Company-B-Pvt Ltd (Lahore Pakistan)**Sep 2014 till Oct 2014****Intern in Internal Audit Department**

Universal Exchange Company is a money exchange company operated in Pakistan. Main responsibility includes over viewing all operations and visiting branches for surprise inspection.

MCB Bank Ltd (Lahore Pakistan)**June 2014 till July 2014****Intern in Audit & RAR (Quality Assurance)**

One of the largest commercial banks listed on all the stock exchanges in Pakistan. Studied the Regulation of State Bank of Pakistan and reviewed internal audit report, working paper and bank policies.