

FAHD SULEMAN

Riyadh, Saudi Arabia

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Mobile: +966-504301865

OBJECTIVE

A finance professional possessing a litany of CMA and CIA certifications along with 12+ years of core expertise in corporate finance for a leading professional services organization, adept at application of financial strategies to partner business growth, acquiring additional competency in financial analysis, business investment projections and innovating solutions for financial controls, yearning for a challenging and rewarding position to contribute financial expertise and aforementioned skills in making tangible contributions to the financial bottom line of the company.



KEY SKILLS

- Strategic Financial Planning, Financial Management and Accounting, Financial Analysis
- Financial Risk, Budgeting and Forecasting, Budget Variance, Internal Controls, Payroll Management
- Feasibility Studies, Business Risk Assessment, Driving Business Growth, Formulating Budgets
- Book Keeping, Cost Control, Regulatory Compliance, Cash Management, Financial Structuring
- Developing and Implementing Financial Policies and Procedures, General Ledger Accounting
- Cash Flow Management, Balance Sheet, Profit and Loss A/c, Bank and A/c Reconciliation
- Balancing Ledgers, Corporate Finance, Risk Management, Auditing, Accounting Policies and Standards
- Preparing Financial Statements, Journal Entries, Report Generation, Commercial Negotiations
- Leadership, Team Building, Motivation, Communication, Ability to work under pressure
- Analytical Ability, Critical Thinking, Decision Making and Problem Solving, Time Management
- Computer Related Skills: MS Office, Accounting Program Delta, Peachtree and Oracle, Internet Usage

PROFESSIONAL EXPERIENCE

Chief Financial Officer, Mada Investment Holding Company, Riyadh, Saudi Arabia

March 2012 - Present

Key Responsibilities:

- Planning, developing and coordinating the execution of detailed business plans with the seniors, ensuring all financial goals are met or exceeded, monitored compliance with company policies, procedures and appropriate laws.
- Spearheading entire gamut of financial management functions, preparing monthly/ quarterly financial statements, forecasts, budgets, reports and submitting the same to the CEO for further decision making.
- Researching and assessing the long term financial trends and reviewing prospects for future growth of income. Identifying and assessing areas of risk or control weakness and taking appropriate action to mitigate losses.
- Analyzing KPIs and trends which include establishing financial benchmarks of acceptable performance and comparison of actual results to budget thus initiating corrective actions.
- Scrutinizing daily operations, identifying and resolving accounting discrepancies, ascertaining that all policies and procedures are aligned with the organizational goals.
- Proposing financial strategies with emphasis on contractual obligations, financial management, systems and procedures to maximize profit and accordingly provided periodic reports to the management.
- Staying attuned to all pertinent legislation, rules, regulations and court decisions that may relate to organizations financial affairs functions.
- Directing the preparation and maintenance of requisite reports to keep the senior management abreast of all operational, financial, legal and fiscal issues in the region.

Financial Controller, UPS, Riyadh, Saudi Arabia

May 2011 - December 2011

Key Responsibilities:

- Developed and implemented financial policies, systems and procedures to enhance company's financial sustainability and growth.
- Superintended a team of core professionals in coordinating the overall financial operations and directed financial activities in achieving short term and long term strategic objectives.
- Evaluated financial risk, created contingency plans and financial buffer to cover future risk, to enforce fiscal discipline are within the company.
- Oversaw the preparation of annual budgets, ensured timeliness, accuracy and consistency, analyzed variance and suggested corrective actions.
- Managed/controlled financial resources of organization, thereby developed and implemented the internal control of the division thus delivering full spectrum of finance and accounting functions.

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- Streamlined monthly, quarterly and annual reports, thus presented tailored financial business plans and budgets to the management to facilitate decision making.
 - Kept complete, accurate and systematic set of records for all financial transactions personnel accounts pertained to organizational standards.

Senior Accountant, Omrania and Associates, Riyadh, Saudi Arabia

July 2003 - February 2011

Key Responsibilities:

- Planned and evaluated all accounting procedures and policies, ensuring transactions are efficient/effective and accounting is accurate/complete.
- Devised and implemented all aspects of financial analysis and reporting to optimizing company's cash flows, thereby managed investments and working capital requirements.
- Facilitated internal audit of company's accounts and provided required reports/information to the auditors to ascertain timely completion in compliance with established audit processes.
- Performed due diligence and risk assessment to analyze financial aspects of new ventures and recommended appropriate strategies to the upper management.
- Reviewed accounting entries, bank statements, expenditures, tax returns and other accounting/financial records, documents and systems to ensure accuracy in financial recording.
- Maintained compliance of accounting systems and processes with accounting laws and undertaking process improvement initiatives, thus ensured accuracy, speed, efficiency and proper cut-off for month-end and year-end close.
- Provided advice to the management on various finance related issues, thereby drafted periodic cash flow budgets statements, financial statements and personnel costing summary reports and submitted the same to the senior management for further corrective measures.

Accountant, INT'L Research and Marketing Est, Riyadh, Saudi Arabia

February 2002 - June 2003

Key Responsibilities:

- Handled the entire accounting process, beginning with posting journal entries, maintaining general ledgers, reconciling accounts, preparing trial balance of books along with various accounting reports and concluding with financial statements.
- Undertook weekly reconciliations of bank statements, processed monthly petty cash and prepared payment cheques in compliance with accounting standards.
- Balanced purchase, sales, cash ledger/ journal, account-wise ledgers and journal entries to expedite preparation of monthly/ annual trial balance and balance sheet as per statutory accounting methods.
- Performed various tasks including posting journal and ledger, accounts payable/receivable and inventory transactions. Generated P&L reports, balance sheet, financial statements and financial analysis to guarantee accurate and complete records of each monetary transaction.
- Managed full spectrum of payroll, leave status updates and staff turnover report, thereby submitted the same to the management on a periodic basis for effective decision-making and proper functioning of the department.
- Reviewed and analyzed balance sheet, profit and loss account, improved monthly management accounts cycle and forecasted cash flows.
- Designed annual budget guidelines to optimize cash flows and managed long/short term working capital requirements.

Previous Professional Experience:

- Jan '01 to Feb '02: (Please Mention Designation) with Al-Badril Medical Center

EDUCATION

- **The Institute of Internal Auditors (IIA)**, United States
Certified Internal Auditor, July 2010
- **The Institute of Management Accountants (IMA)**, United States
Certified Management Accountant (CMA), October 2008
- **Punjab University**, Lahore, Pakistan
Bachelor's degree in Accounting, July 1998
- **Training Courses and Certifications:**
 - 2010: Peachtree Training
 - 2006: Peachtree Training

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MEMBERSHIPS

- Member of the Institute of Internal Auditors (IIA) since February 2009
- Member of the Institute of Management Accountants (IMA) since April 2004

PERSONAL DETAILS

- **Date of Birth:** 10 July 1975
- **Nationality:** Pakistan
- **Visa Status:** Residency Visa (Transferable)
- **Marital Status:** Single
- **Driving License:** Saudi Arabia
- **Languages Known:** English, Arabic and Urdu