

## SAIFULLAH

Cash Management Officer,  
Accounts Payable Analyst

(Bestway Consultancy Services)  
(Well Pharmacy UK)

### Contact

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Pakistan

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### Career Objective

To employ my knowledge and experience with the intention of securing a professional career with opportunity for challenges and career advancement, while enhancing knowledge and developing new skills and expertise.

### Professional & Academic Qualifications

- **Masters of Business Administration in Finance** - Institute of Management Studies (University of Peshawar, Pakistan)
- **Bachelor of Commerce** - University of Peshawar, Pakistan
- **Diploma in Commerce** - Board of Technical Education Peshawar, Pakistan

### Skill Highlights

- Oversee Cash management activities, including forecasting, budgeting and monitoring of cash flows
- Identifying, analyzing, selling and supporting cash management products and services to established business customers and targeted prospective corporate clients
- Manages the company's outgoing expenses and ensures that all invoices are processed and paid promptly and accurately
- Analytical Skills & Capabilities
- Ratio Analysis
- Knowledge of International Financial Reporting Standards (IFRS)
- Recording and bookkeeping
- Finance policy and procedures manuals
- Professional Ethics
- Team Leader
- Time Management
- Supervision
- Training & Development
- Stress Management
- Pressure Handler

### Professional Experience

**Cash Management Officer, Accounts Payable Analyst** - May, 2022 to Present

**Bestway Consultancy Services – Well Pharmacy UK (Islamabad, Pakistan)**

While working as a Cash management officer & Accounts payable analyst, my professional experience includes;

- Overseeing an organization's daily, weekly and monthly cash flows. Monitoring disbursement float and practice precise data collection & invoicing in order to ensure that payment and disbursement records are correct and in compliance
- Verifies accounts by reconciling statements and transactions. Resolves account discrepancies by investigating documentation, issuing stop payments and adjustments
- Maintains financial security by following internal accounting controls. Secures financial information by completing database backups
- Meeting the deadlines, checking & supervising the work of team
- Assessing magnitude of risk relative to financial statement exposure and concluding on audit strategy

## Trainings

- e-Audit advanced and basic training
- Risk Management training
- IFRS basic and advanced training
- Ethics and Independence training
- Anti-bribery and data privacy training
- Data Analytics and IDEA training
- Advanced trainings in MS Excel and MS Word

## Professional Strengths

- Review of purchase order to ensure correct classification of material group
- Understanding of monthly close activities including, accruals, depreciation, CWIP reconciliation etc.
- Knowledge of accounting treatment for project Prepayments and retentions
- Monitoring of Construction Project Status and Reporting
- Detail-oriented, self-motivated, easy going and hardworking individual.
- Excellent proficiency in Microsoft Office especially MS Excel, MS Word, and MS PowerPoint

## Languages

- ❖ English
- ❖ Urdu

**Audit Associate** - April, 2021 to April, 2022

**Zahid Jamil & Co. (Prime Global), Chartered Accountants, Pakistan**

While working in Audit & Assurance Department of the firm as an audit associate, my professional experience includes;

- Planning, organizing, monitoring and reviewing audit field work
- Preparation of quarterly, semi-annually and final accounts including cash flows statements & statement of changes in equity
- Responsible for maintaining fixed asset register / Valuation
- Responsible for working capital management
- Responsible for filing tax returns, preparing monthly revenue reports & ensuring completeness of revenue; preparing quarterly budget for revenue and expenses
- Coordination with external auditors in statutory audit; and
- Providing assistance to senior management in daily accounts, finance & tax matters

Various engagements entrusted to me, under progressive roles as part of a team, including engagement in-charge, during the working period are exemplified below;

| Organization's Name                 | Sector   | Nature         | Role            |
|-------------------------------------|----------|----------------|-----------------|
| A.G.E. Industries (Private) Limited | Services | Internal Audit | Audit associate |
| Khyber Teaching Hospital, Peshawar  | Services | Fixed Assets   | Audit associate |
| Lady Reading Hospital, Peshawar     | Services | Fixed Assets   | Audit associate |