

Malik Faisal Khalil

Position: Senior Accountant at Mazen Group of Health Care. CA Pakistan and CPA qualified professional/ Financial Reporting/ Tax Consultant/ Auditor/ General Accountant/ SAP Fi Professional/ Multi dimensional Experience

Experience: 10 Years

Educational Qualifications: Other - CPA

Key Skills: Accounting, Audit, SAP, VAT, Finance, Accounts Receivables, Bank Reconciliation, Budgeting and Forecasting, Financial Reporting, IFRS, Financial Analysis, ICV Certifications, Management Accounts, Internal Audit, consolidation, ICV,

Mobile: 0566181929

Current Location: Dubai

Email: malikfaisalkhalil@gmail.com



Summary of Career

- Maintained liaison with external reportable organizations including ADNOC and our associated Certifying Body for In-Country Valuation (ICV).
- Preparation & supervision of financial statements till audit & timely reporting on financial matters to the management,
- Obtain and maintain a thorough understanding of the financial reporting and general ledger structure. Prepare, review, and analyze financial statements to ensure accuracy and completeness
- Supervising the daily activities of Billing, Insurance & Accounts departments; coordinating with insurance companies like Daman, Neuron, Thiqa, for arranging contracts with them, liaising with them for claim submission, resubmission inquiries, annual reconciliations,
- Responsible to legally assess tax (VAT) liabilities through informed application of tax laws and regulations
- Manage VAT compliance, reporting, and filing works for the companies and Groups.
- Prepare financial statements, business activity reports, and forecasts,
- Review company financial reports and seek ways to reduce costs,
- Dealing the matters relating to Banks and Vendors
- Operating and maintaining Financial Accounting system

Educational Qualifications

- Other - 2017
- Other - 2019
- Bachelor - 2013

Skills

Accounting | Audit | SAP | VAT | Finance | Accounts Receivables | Bank Reconciliation | Budgeting and Forecasting | Financial Reporting | IFRS | Financial Analysis | ICV Certifications | Management Accounts | Internal Audit | consolidation | ICV |

Employment Records

Name of Company : MAZEN GROUP OF HEALTH CARE

Job Position : **SENIOR ACCOUNTANT**
Year : **Jan 2022 to Jan 1970**

? Preparation, validation and submission of quarterly VAT returns and handle VAT reporting
? Prepare and manage all documents in line with VAT regulations and other related activities
? Preparation & supervision of financial statements till audit & timely reporting on financial matters to the management,
? Reporting of financial matters by entity, by department & by cost center,
? Consolidation of financial results at department and entity levels,
? Supervising AR/ AP / GL and guiding the accounting staff in accomplishing their tasks,
? Supervising the daily activities of Billing, Insurance & Accounts departments; coordinating with insurance companies like Daman, Neuron, Thiqa, for arranging contracts with them, liaising with them for claim submission, resubmission inquiries, annual reconciliations,
? Liaising with third parties in establishing terms & conditions for contracts & agreements for smooth operations,
? Handling insurance policies including fidelity guarantee, PAR, third party liability insurance policies and medical/ malpractice insurance policies of doctors, therapists and staff
? Analysing the work environment for areas which need improvement, standardising the protocols to perform activities, shifting the focus from paper based work to automation, reducing the paper work involved,
? Holding up meetings with management & BOD, explaining the financial situation, discussing the cash cycle, evaluating business ratios & investment opportunities,
? Coordinating with different departments in compiling their periodic budgets, consolidating those budgets and advising management accordingly in taking the financial decisions

Name of Company : **ALBERTS Accounting and Tax Consultants**
Job Position : **Assistant Manager Accounts & Tax**
Year : **Jul 2018 to Dec 2021**

? Preparation, validation and submission of quarterly VAT returns and handle VAT reporting
? Prepare and manage all documents in line with VAT regulations and other related activities
? Preparation & supervision of financial statements till audit & timely reporting on financial matters to the management,
? Reporting of financial matters by entity, by department & by cost center,
? Consolidation of financial results at department and entity levels,
? Supervising AR/ AP / GL and guiding the accounting staff in accomplishing their tasks,
? Supervising the daily activities of Billing, Insurance & Accounts departments; coordinating with insurance companies like Daman, Neuron, Thiqa, for arranging contracts with them, liaising with them for claim submission, resubmission inquiries, annual reconciliations,
? Liaising with third parties in establishing terms & conditions for contracts & agreements for smooth operations,
? Handling insurance policies including fidelity guarantee, PAR, third party

liability insurance policies and medical/ malpractice insurance policies of doctors, therapists and staff

- ? Analysing the work environment for areas which need improvement, standardising the protocols to perform activities, shifting the focus from paper based work to automation, reducing the paper work involved,
- ? Holding up meetings with management & BOD, explaining the financial situation, discussing the cash cycle, evaluating business ratios & investment opportunities,
- ? Coordinating with different departments in compiling their periodic budgets, consolidating those budgets and advising management accordingly in taking the financial decisions

Name of Company : EDIFICE
Job Position : FINANCE MANAGER
Year : Jun 2017 to Jun 2018

- ? Prepare financial statements, business activity reports, and forecasts,
- ? Monitor financial details to ensure that legal requirements are met,
- ? Supervise employees who do financial reporting and accounting record
- ? Review company financial reports and seek ways to reduce costs,
- ? Analyze market trends to find opportunities for expansion or for acquiring other companies,
- ? Help management make financial decisions.
- ? Accounting of different projects.

Name of Company : Khalid Majeed Hussain Rehman & Co Chartered Accountants, (Member firm of Delloite Touché Tohmatsu) - Pakistan
Job Position : Audit & Tax Associate
Year : Oct 2013 to May 2017

- ? Implementing Audit Methodology, specifically risk-based approach
- ? Preparation of Annual Financial Statements as per IFRS
- ? Preparing Audit Reports
- ? Attending Stock Take Assignments
- ? Working as Quality Assurance Team Member so as to facilitate Quality Control Review
- ? Filing Annual Income Tax Returns of Clients
- ? Submitting monthly Withholding Tax Statements
- ? Filing Federal and Provisional Sales Tax Returns
- ? Payroll processing for tax purposes
 - o Complete Salary Calculation keeping in view the allowances and benefits
 - o Calculation & deposit of income tax, provident fund & EOBI
 - o Submission of monthly statement for tax deductions u/s 149
 - o Salary disbursements
 - o Explanation to employees of client regarding the payroll and tax calculations
- ? Preparation of Current and Deferred tax workings required for finalization of audited accounts
- ? Preparation of Budget Brief

Name of Company : THE MONAL GROUP
Job Position : Assistant Manager Finance
Year : Sep 2011 to Sep 2013

- ? Daily expense invoices verification
- ? Payments verification

- ? Monthly stores closings
- ? Payroll Audit
- ? Auditing of daily financial matters
- ? Dealing the matters relating to Banks and Vendors
- ? Preparing Bank Reconciliations
- ? Operating and maintaining Financial Accounting system
- ? Preparing accounts on monthly basis

Personal Details

- Religion :
- Nationality : Pakistan
- Martial Status : Single
- Language Known : English, Urdu