



Faisal Mirza

Chartered Management Accountant-FCMA

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Profile

An accomplished Strategic Finance professional (**Chartered Management Accountant FCMA**) with an overall work experience of **21 years**, well versed in the areas of Strategic Financial reporting and analysis, financial planning, budgetary & financial Controls, Internal Controls & Risk Assessment, IPSAS Reporting & implementation, Fixed Assets and Inventory Management, General Ledger and Cash Management, Receivable and Payables Management, ERP & Other Integrated Financial Systems Implementation, and Business Process Improvements. **Acknowledged with multiple certificates of appreciation** from Digital Dubai and DHA management for outstanding contributions to the finance and accounts department; **honoured by H.E. Sheikh Hamdan as a frontline hero** during the COVID-19 pandemic.

CAREER



Dubai- UAE



2016- to date

Dubai Health Authority (DHA), Head Quarters, Government of Dubai.
Financial Analyst

General Ledger Management:

- Managed the chart of accounts and cross-validation rules to enhance financial accuracy.
- Coordinated timely closing of financial modules, including Accounts Receivable, Accounts Payable, Cash Management, Purchase Orders, Inventory, and Fixed Assets, in accordance with Department of Finance deadlines.
- Conducted critical analysis of trial balances, identifying discrepancies and recommending corrective actions.
- Investigated and resolved discrepancies in general ledger accounts, preparing detailed reports on audit findings with actionable recommendations.
- Prepared comprehensive financial statements for DHA.

Fixed Assets Management:

- Identified, recorded, and updated fixed asset register, ensuring proper capitalization and compliance with accounting standards.
- Conducted reconciliation of asset costs, clearings, depreciation, and accumulated accounts within the general ledger, aligning balances with asset module records.
- Prepared Property, Plant, and Equipment (PPE) schedules in accordance with IPSAS 17 for financial statement inclusion.
- Processed internal purchase requisitions for fixed asset acquisitions.
- Organized and executed physical asset verifications, providing comprehensive reports to management.
- Reviewed and analyzed fixed asset reports, including Cost Summary, Asset Register, Asset Addition, Reserve Summary, and Journal Entry Reserve Ledger Reports.
- Conducted monthly reviews of general ledger balances versus fixed asset module balances, recording adjustment journal entries as necessary.
- Ensured timely capitalization of projects and work-in-progress (WIP) related to software development.

Payroll Management:

- Executed detailed audits of payroll processes to ensure adherence to legal regulations and corporate policies.

Attributes



Expertise



- Managed the closure of the payroll module, reconciling payroll-related accounts, including end-of-service and leave provisions, accrued payroll, advances, prepayments, and pension accounts.
- Reviewed payroll records and supporting documentation to validate accuracy in employee compensation, benefits, earnings, and deductions.

Liaison with Digital Dubai, External Auditors and Financial Audit Authority Auditors:

- Acted as the primary liaison between DHA and external auditors, as well as the Financial Audit Authority.
- Ensured accuracy and completeness of all financial data, reports, and supporting documentation for audits.
- Oversaw the audit process execution, including reviewing audit plans, procedures, and findings.
- Collaborated with Digital Dubai to address issues faced by financial module stakeholders, providing recommended solutions.
- Facilitated communication with external auditors and Financial Audit Authority regarding inquiries related to inventory, assets, payroll, and general ledger accounts.



Dubai-UAE

2008- 2015

**Dubai Health Authority (DHA), Head Quarters, Government of Dubai.
Chief Accountant**

Inventory Management:

- Conducted critical review and analysis of all the Inventory related transactions and accounts including:

In Transit Accounts	Slow moving / Dead Stock Account.
Inventory Purchases	Stock Adjustment Accounts.
Inventory Account	All the Clearing Accounts involved in Internal Transfers.
Expired Medicines Account	Inventory Consumption Account.

- Ensured compliance with procedures for closing and opening inventory module periods in the GRP system for the main store, four DHA hospitals, and eighteen primary health care centers.
- Organized and supervised annual physical stock counts across DHA facilities, including hospitals and pharmacies.
- Prepared variance analysis reports for top management, identifying critical areas and recommending enhancements for internal controls in inventory management.
- Ensured accurate category account mapping to charge accounts.
- Providing monthly / quarterly/ annual inventory related reports to Director for decision making including:

Inventory Turnover Report	Dead Stock Report.
Consumption Reports	Value of Stock purchased and closing balance.
- Coordinated with suppliers for the replacement of expired medicines, managing credit/debit notes as applicable.
- Oversaw the destruction of expired medicines and ensured their removal from the GRP system.
- Reconciled inventory accounts from the inventory module with the general ledger.
- Implemented pharmacy systems across all DHA hospitals and primary health care centers.
- Liaised with Dubai Smart Government regarding GRP system issues and updates.
- Recommended strategies for cost reduction in inventory and improved inventory turnover to top management.
- Managed risk through insurance of inventory across DHA facilities to mitigate potential loss.

Budgeting:

- Developed and consolidated organizational budgets for management review.
- Reviewed budget proposals for completeness, accuracy, and compliance with organizational standards.
- Monitored spending to ensure adherence to established budgets.
- Coordinated with the Department of Finance to address budgetary requirements.

Revenue & Payable Management:

- Audited revenue recognition processes to ensure compliance with accounting standards and accuracy in financial reporting.
- Reviewed accounts payable transactions to verify proper authorization, accuracy, and timely payment of invoices, including the deduction of penalties and VAT.
- Identified and reported potential risks in revenue and payable processes, recommending corrective actions to enhance efficiency and internal controls.



Education



Chartered Management Accountant (CMA), 2003

Institute of Cost and Management Accountants of Pakistan

- ✓ Strategic Financial Management
- ✓ Strategic Management Accounting
- ✓ Advanced Cost Accounting
- ✓ Financial Accounting
- ✓ Cost Auditing
- ✓ Business Strategy
- ✓ Financial Strategy
- ✓ Managerial Accounting
- ✓ Financial Reporting
- ✓ Auditing
- ✓ Taxation



Bachelor of Commerce, 1998

University of Karachi, Pakistan



IT Skills

- ✓ User Experience of Oracle Financial & GL Wand.
- ✓ Expert in MS Office (Word, Excel, Power Point, etc.) Advance Excel User.
- ✓ Exposure to Power BI & Dashboard Reporting.

Dawlance Group of Companies (Head Office)
Assistant Manager Accounts

- Oversaw comprehensive financial operations for eighteen Service Centers of Dawlance Group of Companies, including inventory management, cash management, complaint resolution, and customer service efficiency.
- Prepared monthly consolidated financial statements for all Service Centers, ensuring accuracy and compliance with accounting standards.
- Organized, coordinated, and supervised monthly, semi-annual, and annual stock audits across all Service Centers, reporting findings to top management for informed decision-making.
- Collaborated closely with A.F. Ferguson on the implementation of Oracle Financial ERP, particularly in relation to the Inventory Module.
- Assisted IT in the migration of data from FoxPro to the Oracle Financial System, ensuring seamless transition and data integrity.
- Developed and prepared management reports on a daily and monthly basis, facilitating strategic planning and operational oversight.
- Monitored and controlled costs across all Dawlance Service Centers, conducting variance analysis to identify and address discrepancies.