



BILAL UMER Certified Fraud Examiner

Finance Manager/Financial Controller / Senior Financial Accountant/Senior Accountant/Cost Controlling Specialist/Procurement Manager/Business Development Manager



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June 28 1988



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Professional Summary

- Skilled and conscientious individual proficient in nature and elements of accounting. Possessing in-depth knowledge of economics & finance principles, financial & business management, taxation and business law; has ability to evaluate strategic objectives, internal team coordination, financial planning & development and timely execution of daily tasks
- Result-oriented professional holds sound comprehension of analytically scrutinizing finances while enhancing efficiency in communications and assurance; skilled at handling documentations and possesses potential to effectively plan & optimize audits & financial reviews and strategize innovative adjustments prior to completion of financial statements
- Meticulous communicator and analytical thinker with ability to learn and grow on-job and supervise cross-functional teams in fast-paced environments. Has capability to incorporate new and existing financial strategies to minimize discrepancies

CORE STRENGTHS & ENABLING SKILLS

- Financial Accounting & Reporting
- External & Internal Auditing
- Cash Flow Management
- Financial Statements Reporting
- Procurement
- Business Development
- Budgeting & Forecasting
- QuickBooks, Peachtree, Tally ERP, SAP
- Cost Controlling
- Account reconciliation
- Financial Analysis

PROFESSIONAL EXPERIENCE

Al Joud Plastic & Charcoal Factory, Qatar (Polypropylene PP & Polyethylene PE)(Plastic Industry)

Working as "**Finance/Factory Manager**", July 2022 – June 2024

Responsibilities/Accomplishments:

- Preparing profit & loss statements, balance sheet, and cash flow statement on monthly basis. Assembling financial statements according to international financial reporting standards (IFRSs)
- Provided detailed investment recommendations and reports to senior management, supporting informed decision-making processes for fixed-income portfolio management.
- Assist in the preparation of budgeting, financial planning, forecasting, and tracking of actual performance against budget
- Assisting in the preparation of financial presentations for the board of directors and other stakeholders
- Devising maintenance of fixed assets register and asset tagging and Leading implementation of new accounting.
- Supported the implementation of internal controls to safeguard financial assets and ensure accurate financial reporting.
- Assess current practices and procedures and conduct periodic evaluations for cost-reduction opportunities and system optimization.
- Preparing and entering monthly and yearly accounting adjustments including cost of goods sold, pre-payments, deferred revenue, depreciation, provisions, etc. Handling reconciliations of all accounts within the accounting system including removal of error logs.
- Audit the work of bookkeepers regularly to ensure accuracy, completeness, and adherence to accounting standards.

United Traders Trading, Qatar (Lubricant Trading Company & FMCG)

Worked as "**Senior Accounts & finance Officer**", December 2019 – March 2022

Responsibilities/Accomplishments:

- Assisted in preparation of profit & loss statements, balance sheet and cash flow statement on monthly and quarterly basis. Handled monthly, quarterly and year-end closing process, to ensure that all month end entries have been incorporated against closing check list. Analytically reviewed performance against budgets, interpreted results.
- Helped management cut and control cost and implemented financial performance targets for management and staff. Created regular accounting and financial updates for the Chairman, including project profit & loss, Debtors Ageing Reports, Monthly Collection Reports and Revenue Reports
- Took leads in implementation of internal Control rules and regulation. Recorded and reconciled inter-company transactions for all companies in group. Prepared staff leave salaries, staff settlements and EOS schedules. Ensured correct and timely staff payments

Lemonde Café, Qatar

Worked as "**Operation Accountant**", September 2016 – August 2019

Responsibilities/Accomplishments:

- Preparation of inventory report and controlling the inventory.

- Working and report generating from POS machine.
- Cost Controlling and costing process.
- Administrated and reviewed bookkeeping activities and ensured all client records have been provided for preparation of accurate financial accounts. Superintended audit tasks, such as account payables and walkthroughs; assisted on audits, mainly at Café e.g., cash, fixed assets, stock takes, trade payables and receivables

Majestic Interior Design, Qatar (Contracting & Consultancy)

Worked as "**Accountant**", July 2016 - June 2019

Responsibilities

Company in Architectural and Designing sector with its wide range of ideas within its sector. Which is busy in the services providing for the Qatari locals and rest with their professional Architects and Interior designers also Draftsman. And Consulting works for the Restaurants and Cafés from all over the world to work in Qatar market.

- Assume responsibility for the day to day running and supervision of the accounts department
- Preparation of the consolidated financial statements under GAAP
- Constantly monitor the financial situation of the company and assist in forward planning
- Preparation of month-end trail balance and management report
- Adheres to internal and external Audit requirements and deadlines
- Reviews Bank Reconciliations statements and requirements, income statements, balance sheets, management reports and financial reports for collection, follow –up and updates.
- Assume responsibility for the administrative duties of the financial department.

Self Employment, Pakistan

Period 2009 to 2015

- The Nature of business import and export of lubricants and crude oil.

PROFESSIONAL QUALIFICATION

- **ACFE (Association of Certified Fraud Examiner) Institute USA**
Certified Fraud Examiner – CFE Passed all 4 exams (Nov 2021)
- **Duke University (course era)(2022)**
 - Financial Behavior
 - Risk Management

ACADEMIC QUALIFICATION

- **Bachelors in Commerce**

First Division

University of Karachi Pakistan

Al Joud Plastic Factory Expansion PROJECT

- **Financial Planning, Controlling Cost, Lead the Project,**
Leading the project from the back filling to key handover.
Factory existed area before extension works **2654m²**.
After extension: The area of factory increased to **5145m²** under full supervision and control within the limited budget.
Also in every step completion process made sure it should compliance by the ministry of municipality and environment, Ashghal, and completion of work should align with QCDD approvals and policies.
Completed the project successfully.

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