

Contact

Islamabad, Pakistan
+92-345-5011479 (Mobile)
zeeshanumar01@gmail.com

www.linkedin.com/in/zeeshan-umar-22945625 (LinkedIn)

Top Skills

MS Office
Cash Flow Management
Financial Accounting

Languages

Urdu
Punjabi
English

Zeeshan Umar

Managing Director at RASZ Management Consultants

Summary

I am accounts, finance, tax, and corporate affairs professional having more than fifteen years of working experience in various industries that ranges from airlines, capital markets, real estate, to trading. My core objective is to add value to dynamic organization that provides opportunities to render my professional services.

Experience

RASZ Management Consultants
Managing Director
August 2012 - Present
Islamabad

FIST Security (Pvt.) Limited
Group Accounts & Finance Manager
October 2010 - August 2012 (1 year 11 months)
Islamabad

Worked as Group Accounts & Finance Manager for FIST Group of Companies.

Emirates Trans Graphics LLC
Finance Manager
June 2009 - June 2010 (1 year 1 month)
Dubai, U.A.E

To manage Finance & Administration department of the company.

To Manage the Cash Flows of the company.

To manage the Credit & Risk Management Policies of the company.

To liaise with banks regarding the Trade Finance requirements regularly.

To prepare and maintain books of accounts.

To prepare annual accounts of the company.

To consult auditors for preparing mandatory returns.

To liaise with vendors, customers, banks of the company in respect of day to day business.

To interact with employee for their day to day requirements and solving problems that may arise in daily routine.

Achievements: Designed credit & operations system of the company that is successfully implemented in the company.

Accord Trading FZC

Finance Manager

August 2006 - June 2009 (2 years 11 months)

To prepare mandatory returns of the company under EMIRI Decree Number (2) for the year 1995.

To advise the management regarding investment opportunities.

To prepare and maintain books of accounts.

To prepare annual accounts of the company.

To consult auditors for preparing mandatory returns.

To liaise with vendors, customers, banks of the company in respect of day to day business.

To interact with SAIF Zone authorities in all matters related to company.

Achievements: Designed an accounting system of the company and same is successfully implemented in the company.

SEDCO (Pvt.) Limited

Financial Analyst

July 2003 - August 2006 (3 years 2 months)

To prepare cost estimates based on the data provide by the town planner.

To make financial reports of the housing projects.

To make budget and payment plan of housing projects.

To prepare annual accounts of the company.

To maintain the financial records of the company.

Achievements: Successfully designed feasibility reports of four projects of the company and all of them are successfully implemented.

Islamabad Stock Exchange

2 years 5 months

Associate Manager Internal Control

November 2002 - June 2003 (8 months)

Responsibilities:

To monitor and supervise the affairs of three sections of the department, namely; Clearing House, Information Technology, and Members Affairs.

To ensure smooth functionality of all sections of the department and its personals.

To design and recommend any policy framework needed for the improvement of the department.

To monitor stock-business activities of members through the Risk/Exposure Management System.

To Monitor Capital Adequacy and Net Capital Balance compliance by the members.

To conduct Market Surveillance Operations.

Initiation and follow-up of the Membership affairs of the Exchange.

Facilitating registration of members and agents with SECP.

Secretary of the Membership Committee and Trade, Regulations and Technology Committee.

Achievements:

Have designed the System Audit Trail that eventually became part of the System Audit Regulations of the Exchange.

Have formulated policy framework for the System Audit of members of the Exchange.

Streamlined the operation of the Clearing House.

Re-drafting and compilation of the rules and regulations of the Exchange.

Companies Affairs

February 2001 - November 2002 (1 year 10 months)

To carry out financial analysis of listed companies.

To maintain the data base of important statistics of listed companies.

To deal with all correspondence of the listed companies, Members and Investors etc.

To ensure circulation/dissemination of declarations/ announcements of the listed companies to the market.

To submit mandatory returns regarding affairs of the Exchange as required by SECP.

To undertake any assignment as desired by the management.

Pakistan International Airlines Corporation

Finance Assistant

January 1999 - January 2001 (2 years 1 month)

Issuance and Control of Revenue Documents to travel agencies.

Checking the agent sales reports and to clear the discrepancies.

Collection of the sale proceeds from the agents.

Funds Management.

Disbursements.

Education

Ripha International University

MS Management Sciences, Finance · (2014 - 2017)

ACCA UK

ACA, Accounting and Finance · (2012 - 2014)

University of Arid Agriculture

Master of Business Administration, Finance · (1997 - 1999)

Petroman affiliated with Allama Iqbal Open University

Diploma, Computer Application · (1996 - 1997)

University of the Punjab, Pakistan

Bachelor of Commerce, Accounts & Commerce · (1993 - 1996)