

# Farid Pervez Shami

Lahore, Pakistan

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## CAREER OBJECTIVE:

To secure a challenging position within a professionally managed dynamic organization where I can utilize my expertise in **Finance & Management (Academia or Corporate)** in achieving organisational objectives & enhance my abilities and knowledge in a professional working environment, as well as further develop my professional skills in order to fulfil my goals and provide the experience that I have achieved to date, thereby moving further in to my career path.

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## PROFESSIONAL EXCELLENCE SUMMARY:

Execution - driven leader with expertise in all aspects of operations including financial and business management, relationship management, and new technology implementation. Demonstrated skills in executing financial and business management techniques to optimize processes and streamline operations; infused operations with natural work team and financial business strategic tools to control costs and maximize profitability.

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## AREAS OF EXPERTISE:

- |                                    |                        |                          |
|------------------------------------|------------------------|--------------------------|
| • Financial and Strategic Planning | • Corporate Reporting  | • Operational Management |
| • Cost Control/ Budgeting          | • Process Improvements | • Audit & Assurance      |
| • Taxation                         | • Staff Development    | • Business Evaluations   |
| • Foreign Exchange                 | • Credits / Advances   | • Financial Analysis     |

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## PERSONAL ATTRIBUTES:

- ✓ Accomplishment-driven team player with excellent teamwork skills.
- ✓ Energetic, motivated and career oriented individual.
- ✓ Consistently meets and exceed set targets and objectives.
- ✓ Result Oriented and capable of work under stress and pressure.

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## PROFESSIONAL & ACADEMIC BACKGROUND:

- **Masters of Business Administration (MBA), (180 Credit Hours) ( 2012-2013) London, United Kingdom**  
LS Business School, Anglia Ruskin University, UK  
***Final project (18,000 words): “Comparative Study of Customers attitudes towards Islamic and Conventional Banking Systems”***
- **Post- graduation (Investment & Financial Management) (120 Credit Hours) (2010-2011) London, United Kingdom**  
London School of Business and Finance, University of Wales  
***Final project (20,000 words): “Risk management in Islamic and Conventional Banks”***

### Majors in Post graduation:

- ✚ EFII- ***Equity and Fixed Income Investment***
- ✚ IFM- ***International Financial Management***

- **ACCA (Association of Chartered Certified Accountants)(Finalist) London, United Kingdom**  
Kaplan Financial London (2007-2008)  
London School of Business & Finance (LSBF) (2009-2010)  
→ **ACCA Completed Levels**
  - **Fundamental Level (Knowledge and Skill Module: Part-Qualified)**
  - **Professional Level(Final Module)**
    - Essential Module (Paper: **P1-Professional Accountant**)
- **Bachelor of Commerce (B.COM) Pakistan**  
University of the Punjab, Lahore, Pakistan

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#### ASSIGNMENTS & PRESENTATIONS:

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- ✚ **Equity & Fixed Income:** Morrisons Plc, UK
- ✚ **International Financial Management:** Dow Chemicals USA
- ✚ **Marketing Management:** Apple Inc.
- ✚ **Strategic Planning:** BMW Group Strategic Report
- ✚ **Organisational Behaviour:** Barclays Plc & Lehman Brother Merger Report
- ✚ **Operations Management:** Impressive Burgers, UK

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#### PROFESSIONAL EXPERIENCE:

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Lecturer [ Jul-2015-to date]

Website: <http://www.uet.edu.pk/>

#### Responsibilities:

- Preparation and delivery of lectures to MS/MBA/ BBA students
- Member of defence committee for the final project/thesis/research of MBA/BBA students
- Member of Board of Studies
- In-charge of IB&M Finance Department and directly report to dean and director
- Supervise students regarding their project/research work
- Appointed on case to deliver lectures in other department (Electrical) of UET main and UET KSK campus
- Participate in extra curriculum activities such as events management



## **Asst. Manager Finance**

**[Jul-2014 to August 2015]**

### **Urban Sector Planning & Management Services Unit (Pvt) Ltd.**

#### **Brief Background:**

The Urban Unit "Urban Sector Planning & Management Services Unit (Pvt.) Ltd" a public sector company registered with the Securities and Exchange Commission of Pakistan (SECP). Urban unit as multidimensional organization and legitimate advisors have bench-marked recognitions in the development of urban areas through national and international collaborators. Urban Unit have provided and is providing remarkable consultancy services in number of sectors such as " Urban Architects, Planning, Transport", "Information & Management Systems", "Environmental Management", "Institutional Development", "Municipal Finance & Economics"

**Website:** <http://www.urbanunit.gov.pk/>

#### **Responsibilities:**

- Assist Sr. Financial Specialists in the preparation and presentation of Financial Projections, Financial Analysis for the proposed projects of PPP mode.
- Prepared and develop Financial Model for Urban Geographic Channel and PTA Short Codes
- Assist Sr. Financial Specialist under DLI-4 (Own Source Revenue), for tariff attributes and calculation of WASA's and CDGs for the PCGIP Project World bank.
- Preparation and presentation of financial and business plan, market research.
- Preparation and submission of technical and financial proposals for tendered projects of different organisations under Public and Private Sectors as well as WBG, USAID, UNICEF.
- Ensure compliance with ethical and internal control standards of company and regulatory bodies.
- Preparation and presentation of financial modelling cost benefit analysis, budgeting and planning on all or some aspects of projects.
- Assist and developing business model for training and development sector.



### **Manager Finance and Accounts (Department Head)**

**[Oct-2010 to May-2014]**

**ADAM BERNARD SOLICITORS LTD – London, UK**

**ADAMS & CO LONDON LTD- London, UK**

**ADAM RUSSELL AVIATION LTD- London, UK**

#### **Brief History:**

Adam Bernard Ltd is one of well known and top ranked law firm in East London registered under companies house UK and regulated by SRA. It has been given as quality and management award "Lexcel" because of its bench mark services both in law and financial sectors dealing approximately

over 2000 cliental portfolio. Adams & Co London is wholly owned by ABS directors dealing in food and beverage services under Sacho's Food and Speedy Pepper. Adam Russell Aviation is also partially owned by ABS directors which provide flying courses and trainings.

**Website:** [www.adambernardsolicitors.co.uk](http://www.adambernardsolicitors.co.uk)

### **Responsibilities**

- Screening potential business deals by analyzing market strategies, deal requirements, potential, and financials; evaluating options; resolving internal priorities; recommending equity investments.
- Identify and evaluate ideas by researching industry and related events, and announcements; tracking individual contributors and their accomplishments.
- Build credibility by working as a strong team player. Use appropriate interpersonal styles to establish effective relationships with prospects, customers and internal partners.
- Preparation of statutory financial statements, management accounts and other control accounts when needed by management. Filing of annual statutory accounts, annual returns and tax returns of organisation to companies house and HM Revenue & Customs. Directors' income analysis and self assessment returns.
- Dealing all financial matter of organisation with banks such as bank loans, overdraft, telegraphic, BAC, Chaps payment transfers, or any breach in the covenant of financing.
- Preparation and documentation for the year end audit of the company and assist the external accountants in the audit procedures.
- Developed strategies/objectives to carry out directives in order to acquire annual goals.
- Monitored all personnel actions to ensure compliance with internal controls, policies, procedures and regulations to make sure the operational integrity of the company is maintained at the highest standards.
- Dealing with queries and conflict between management and regulatory bodies like HMRC, Companies House and Banks.
- Ensure compliance with regulatory bodies such as Companies House UK, Law Society, Banks, HM Revenue & Customs, Lexcel etc.



**Senior Accountant**

**[Dec-2009-Sept-2010]**

**AILIA DAVID & CO – Essex, UK**

### **Responsibilities:**

- Preparation of Financial Statements (I/S, B/S, C/F) and Statutory Final Accounts.
- Client & office Accounts Reconciliations
- Assist in Client Accounts Audit.
- Electronic & Manual filing of Returns- Tax returns (Co. and Self Assessment), VAT Returns, Employer Returns (P35, P45, P46, P60s), Annual returns etc.

- Dealing with matters relating to HM Revenue & Customs, Banks, Companies House as well as SRA.



### **Assistant Accountant**

**[June-2008 to Nov-2009]**

#### **J R ACCOUNTS COMPILATIONS – Essex, UK**

##### **Brief Background:**

JR Accounts Compilation Ltd is certified accountants and registered auditors regulated by ACCA. JR is located at one of the busiest high street Ilford Essex, UK. JR Accounts is registered under companies' house. They have sizeable portfolio of multi directional client in and across UK.

##### **Responsibilities:**

- Assist Accounts/Audit Manager in preparation of management, draft as well as statutory final accounts for the number of clients of the firm.
- Preparing & performing bank and other control accounts reconciliations for different sector clients such as construction companies, IT companies, NHS, Charities, Financial & management services companies, Retail management companies, Legal Services companies etc.
- Preparation and submission of companies annual returns, tax returns and directors tax returns to HM Revenue & Customs and Companies house
- Dealing with procedures, processing and filing of other legal documents of companies such as formation, striking off, change of directors or registered office address, M&A etc into companies' house.
- Preparation and submission of clients VAT returns, self assessment tax returns.
- Payroll processing for different clients on weekly/monthly basis and filing of Employers Annual returns P35, P45, P11D, P46, P14.
- Dealing with clients queries and leave them with best satisfaction.
- Ensure compliances with ethical as well as accounting, audit and financial frame work standards (IAS/ISA/IFRS)



### **Senior Relationship Manager Associate**

**Corporate & Investment Banking Group [Oct-2006 to Aug-2007]**

#### **THE BANK OF PUNJAB – Lahore, Pakistan**

M/s Bank of Punjab is a leading Semi-Government banking sector & ranked amongst top ten Banks of Pakistan. I have worked as Senior Relationship Manager (SRM) Associate on ACCA articles contract in **“Corporate & Investment Banking Group”** from Oct-06 to Aug-07.

##### **Responsibilities**

- Preparation and processing of credit approvals.

- Completion and subsequent scrutiny of control & charge documents of approved proposals with special reference to prudential regulations.
- Review of Financial Statements of companies.
- Preparation of visit reports and revival of business relationship with the management of companies on roll.

→ **Achievement:**

I was dealing with 15 major corporate clients of the bank which included public and private limited companies with the total management portfolio of around 15 Billion Pak Rupees (120 Million GBP approx) out of total portfolio of around 93 billion Pak Rupees. I managed the portfolio efficiently and provided them up to the mark services.

**Asst. Accounts Manager and Accounts Officer**

**ASIF BROTHERS IMPORTERS & EXPORTERS – Lahore, Pakistan (2004-2006)**

**Responsibilities:**

- Ensuring proper book keeping in the customized accounting software of the firm through checking/auditing of each voucher entry.
- Monitoring of daily Cash Flow
- Assistance in preparing financial statements of the firm.
- Bank Reconciliation.
- Payroll process.
- Reconciliation of problematic accounts.

→ **Achievement**

I have been promoted as Assistant Accounts Manager after serving just approximately 1 and a half year keeping in view of my honesty and unbarred bearing of work load and also received appreciation from senior management.

**DIPLOMA & CERTIFICATIONS:**

**E-Commerce & Web Development (2001)**

University OF Punjab, Lahore Pakistan

**IT-Power Base (2004)**

Nicon College of Computer Sciences, Lahore Pakistan

**Certification in Accounting & Finance (CAF) (2004)**

Kingston Institute of Professional Training (KIPT), Lahore Pakistan

- *“Programme organized by World Bank and Skill Development Council”*

**SEMINAR & CONFERENCES:**

IB&M UET

ICBMT- International  
Conference on Business  
Management &

Committee Member of Organizers  
In-charge Financial Committee for ICBMT  
Group Member in Discussion Panel over number of different business

Technology	topics
Seminar on Faculty Enhancement Programme (2016)	Organised by UET Quality Enhancement Cell
Conference Urban Planning	Punjab Skill Development Fund (PSFD) Organised by The Urban Unit

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### **COMPUTER SKILLS:**

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Platforms	Windows 9x, XPs, NT, 2000, Vista, Window 7 & 8.1.
Accounting Software	Peachtree, QuickBooks, Sage Line 50, Iris Accounts Production, Perfect Books, Payroll Manager, Payroo Payroll, HMRC & Companies House UK Bespoke Accounts, Tax Software package
Languages	Java Script, HTML, DHTML
Office Automation	Microsoft Office (MS WORD, EXCEL, POWERPOINT, ACCESS, OUTLOOK)

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### **PERSONAL INFORMATION:**

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Nationality	Pakistani
Marital Status	Married
Languages	English, Urdu, Punjabi, Hindi
Geographical History	United Kingdom (UK) 6 and half years, Dubai

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### **INTEREST & ACTIVITIES:**

Reading-International Affairs, Financial Markets, Business Strategy, playing cricket, snooker and surfing web.

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### **References:**

References will be available upon request