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|  saleem.101109@2freemail.com c/o Ms. Rowena 971501685421**SALEEM** **ACCOUNTING & FINANCIAL OPERATIONS***Expertise in managing Accounting & Financial Operations with hands-on experience in consolidating financial statements as per Accounting Standards*Career Timeline |
| **Jan’13-Apr’17** with Damac Properties Co. LLC, Dubai,UAE as Sr. Accountant**Since Apr’17** withFala Road Contracting LLC, Dubai,U.A.E as Chief Accountant**Nov’06-Jun’09** with Gulf & Safa Dairies Co. LLC, Dubai, UAE as Senior Accountant**Apr’99-Jun’02** with N. Mohamed Ali & Company, Kerala as Audit Assistant**Aug’02-Nov’06** with Grand Hyper Market LLC, Dubai, UAE as Accountant**Jul’09-Sep’12** with FarnekAvirealLLC, Dubai, UAE as Sr. Accountant |
| Key Impact Areas

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| Financial Planning & Control | Budgeting & Variance Analysis |
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| Treasury & Banking Operations | Payables/Receivables Management |
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| MIS Reporting & Documentation | Internal & External Audit  |
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| Process Improvement | Reconciliations |
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| TAT Management | Team Management  |
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 | Key SkillsCollaborator Team Leading  InnovatorIntuitive |
|  Executive Profile * **M.Com.** with **over 18 years** of rich experience in **Accounts & Finance, Auditing, Budgeting, Costing, Accounts Receivable & Payable Management and MIS**
* Experienced in conceptualizing and implementing **financial procedures** and **maintaining & finalizing accounts, managing working capital, monitoring profit monitoring and building internal financial controls**
* Exposure in managing the **full life cycle implementation of ERP** module
* Proficient in preparing & maintaining **statutory books of accounts and reconciling financial statements** to present a true and fair view of the financial position of the company
* Expertise in preparing and filing various **statutory forms, tax and duties** with various Government Departments
* Gained exposure in **liaising with banks** for day-to-day cash requirements as well as collections & remittances; presenting detailed reports of turnover, inventory and receivables to financial institutions
* Skilled in preparing **periodic MIS reports** on for providing feedback to top management on financial performance and facilitating decision making
* Hands-on experience in working on **Oracle R12 , Microsoft GP ERP, Tally & Peach Tree, Focus 5.6**
* An effective communicator with strong analytical, problem solving & organizational capabilities

 Education & Credentials* M.Com. from University of Calicut, Kerala, India in1999
* B.Com. from University of Calicut, Kerala, India in 1997
* Diploma in Computer Applications, IGNOU, Kerala, India in 1997

 IT Skills* Windows 10, 7, XP
* Accounting Packages-Oracle R12 , Microsoft GP ERP, Tally & Peach Tree, Focus 5.6
* MS Word, MS Excel, PowerPoint, MS Access & FoxPro
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|  Professional Experience**Since Apr’17 with Fala Road Contracting LLC, Dubai, UAE as Chief Accountant****Key Result Areas:*** Assisting the business heads with real time information on P&L, balance sheet, cash flows, statutory audit, business plans while ensuring internal controls
* Collaborating with banking & financial institutions to meet working capital requirements
* Reviewing accounts payable/receivable ageing and planning measures to reduce the overdue
* Formulating budgets and conducting variance analysis to determine difference between projected & actual results and reporting the reasons for variations
* Ensuring completion of internal & statutory audits within time by providing information & documentations; conducting internal audits for ensuring compliance
* Reviewing accounting entries, posting to GL, reconciling accounts as per accounting compliances and assessing the discrepancies
* Adopting adequate measures; monitoring the inward & outward flow of funds, ensuring optimum utilisation of available funds towards the accomplishment of corporate goals
* Preparing MIS reports and analysing the same to provide feedback to the top management on business performance, monthly turnover, profitability, turnover & quarterly group comparison

**Highlights:*** Accelerated monthly closing process from a 15thday to 5thday through effective coordination of Project & Site Engineers
* Achieved cost saving worth AED 1Million through the bulk purchase process instead of cash purchase as and when required
* Provided information on financial status by preparing special reports such as Project Cost Variance with budget

**Jan’13-Apr’17 with Damac Properties PJSC, Dubai, UAE as Sr. Accountant****Key Result Areas:*** Prepared project wise financial statements and annual budget in Oracle R12
* Prepared project wise service charge budget for RERA Approval
* Managed the treasury function including facilities, FX management, cash flows, LC payments and reconciliations
* Generated MIS reports on comparative operative expense analysis, periodic income statements for management decision-making
* Conducted the budgeting & variance analysis and suggested mitigation measures
* Worked on receivables/payables management and prepared debit, credit note and journal vouchers
* Coordinated with internal & external auditors for smooth audit delivery

**Jul’09-Sep’12 with Farnek Avireal LLC, Dubai, UAE as Sr. Accountant****Key Result Areas:*** Supervise and maintained Accounts in Accounting Software by Microsoft Great Plains ERP System; finalised the accounts and managed fixed assets
* Supported the other accounts deliverables like banking & treasury, payables & receivables, MIS reporting, audit, fixed asset accounting and so on

 Previous Experience**Nov’06-Jun’09 with Gulf & Safa Dairies Co. LLC, Dubai, UAE as Senior Accountant****Highlight:*** Performed the receivable function accurately for more than 1500 clients, conducted pricing updation for all products and in touch with SND Team to analyze the improvement on pricing &cost

**Aug’02-Nov’06 with Grand Hyper Market LLC, Dubai, UAE as Accountant****Highlights:*** Contributed in Oracle ERP Implementation and managed the payables, receivables, fixed assets, HR & payroll modules
* Processed and verified the payroll reports for a strength of 150 employees on monthly basis

**Apr’99-Jun’02 with N. Mohamed Ali & Company, Kerala as Audit Assistant** |
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| Personal Details**Date of Birth**: 22th April 1976**Languages Known**: English, Hindi and Malayalam**VISA Details:** Residence Visa (Transferable)**Nationality:** Indian**No. of Dependents:** Three**Driving License:** Indian Driving License**Marital Status:** Married |