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| [saleem.101109@2freemail.com](mailto: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   |  |  | | --- | --- | | Financial Planning & Control | Budgeting & Variance Analysis | |  |  | | Treasury & Banking Operations | Payables/Receivables Management | |  |  | | MIS Reporting & Documentation | Internal & External Audit | |  |  | | Process Improvement | Reconciliations | |  |  | | TAT Management | Team Management | |  |  | | Key Skills    Collaborator  Team Leading  Innovator  Intuitive |
| 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 | |
| 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 | |