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|  | **Rasool**  [Rasool.149775@2freemail.com](mailto:Rasool.149775@2freemail.com) |  |

**Assistant Finance Manager**

*7+ years’ success handling high and low end financial & management accounting for leading organizations*

Result oriented executive leader with over seven years’ experience in innovative solutions for financial controls, implementation of new systems, and improvement of current processes. Development of strategy, policies, and framework for customer value propositions, marketing, and finance operations, to support holistic growth. Dedicated team player with a collaborative leadership style that fosters all-inclusive and diverse rich cultures, producing exceptional performance within a team environment, and maintaining strong partnerships with stakeholders. Bachelor of Commerce in Finance and Accounting, Diploma in Business Communication, and a certified Chartered Accountant.

**Highlights of Expertise**

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| * SAP & Business Technology * Budget & Cost Control * Account Reconciliation * Accounts Payables & Receivables * System Analysis & Design * Process Optimization & Redesign * Stakeholder Influence& Engagement | * Financial Analysis * P & L Accountability * Regulatory Compliance * Team Building and Leadership * Presentation/Communication Skills * Budget Administration/Management * Audit, Quality Assurance & Due Diligence |

**Career Experience**

Al Ghanim Industries (F&B Division), Dubai, UAE

Al Ghanim is a multi-national company with operations in 40 countries, and a multi-billion doller conglomerate, servicing more than 30 businesses worldwide. F&B Division operates Wendys Burger, Costa Coffee and Slim Chicken brands across Mena region.

**SENIOR ACCOUNTING SUPERVISOR** (June 2015 to Present)

* Review, analyze and submit financial and management reports, in support of strategic planning and decision making, and promote TB on Hyperion in F&B Divisions.
* Manage costs to meet budgets by preparing expense forecasts, including action plans, and maintain an internal monitoring system to ensure compliance with company policies.
* Review financial results and reports, to deliver accurate and timely information, develop and maintain financial policies and procedures to strengthen internal controls and standards of governance.
* Perform account payables and receivables functions, GL, cost reviews, and sign vouchers, ensuring consummate accuracy in SAP.
* Review online transfer, bank entries, and payroll, to ensure information is correctly captured and achieved 99% BSR account passing score on accruals, provisions, prepayments, payables, and receivables.
* Provide support to the Senior Finance Manager in preparing the budget, and analyzing and submitting monthly reports as required by management.

Improve control efficiency to ensure timely submissions of invoices and small cash bills, by communicating with the Managers and Store Auditors.

* Provide staff deductions and leave salary calculations, by reviewing payroll and reconciling with the master file and the system, and prepare a summary of salaries, wages, and deduction to pass journal voucher.
* Review fixed assets register, asset master creation, disposal, transfer, write off, and depreciation accounts reconciliation and ensure timely closing by planning and guiding team members to improve performance.

Saleh Bin Lahej Group (Chilis), Dubai, UAE

Saleh Bin Lahej Group operates multiple international brands located within the United Arab Emirates, Oman, Egypt and Bahrain.

**SR. G/L ACCOUNTANT/FINACIAL ANALYST (July 2013 to June 2015)**

* Prepared monthly profit and loss variances analysis, that included financial reports. Developed cash flow forecasting and bank position reports. Prepared annual revenue and expense budgets for operational accounts and reports and provide timely analysis of budget to actual variances.
* Performed month-end, quarter-end and year-end closing, prepared and reviewed monthly P&L reports, trial balance, inter-company transactions and reconciliations including foreign currency accounting.
* Compiled accruals, provision, prepayment entries and account reconciliations throughout the period andresolved accounting discrepancies and irregularities.
* Coordinated audit process and ensured maintenance of financial records in compliance with policies and procedures.

Al Barakah Investment Holding Co. LLC, Abu Dhabi, UAE

Al Barakah Investment Holding company is a diversified group of companies, including Al Raha Village Properties and Workers Village Real Estate, one of the leading real estate, property management contracting Company in UAE provides accommodation, catering and laundry services.

**ACCOUNTANT G/L (January 2012 to July 2013)**

* Compiled financial statements, reports, bank reconciliations and compared with the previous months and ensured transactions were classified correctly.
* Processed payroll for salaries and cheques for payment, upon checking employees leave and final settlement.
* Monitored physical count of company assets and accounted for assets, liabilities, income, expenses and equity transactions
* Maintained sound accounting records through documentation that facilitated and complied with the financial reporting deadlines, and ensured that ERP system was fit for purpose to be fully utilized.

Shujabad Weaving Mills Ltd, Multan, Pakistan

Shujabad weaving mills is one of the premiere manufactures of cotton and textiles products in Pakistan, having name in the market as a best quality manufacturer of grey fabric.

**ACCOUNTANT-RECEIVABLES** (April 2010 to December 2011)

* Reviewed and analyzed credit reports to determine client credit information and communicated with the customers about credit appetite and ability to pay.
* Created invoices for more prompt payments from clients, and reconciled the Excel Worksheets.
* Prepared final settlements, charged clients correctly and addressed complex queries that required immediate attention and resolution.
* Developed efficient filing systems for easy retrieval of finance documents and posted monthly accounts transactions to maintain accounting ledgers.
* Managed detail aging reports and ensured confidentiality and security of all financial and client files; monitored customer account details for irregularities and performed account reconciliations.

**Education & Credentials**

Professional Qualification

* + - Fellow member of the Association of Chartered Certified Accountants
    - Fellow member of the Accountants & Auditor Association (CA-UAE)

Bachelor of Commerce in Accounting and Finance

*Bahaudin Zakria University*

Diploma in Commerce in Business Communication

*Government Commerce College*