SALIM

Graduate With 17 Yrs Of Experience

In Accounts & Finance

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SUMMARY

* Currently working as finance manager at Jeddah.
* Enroll for CMA, CIA courses.
* Prepared Budget for Emirates Airlines - KSA (2000 - 2006), DB Schenker - Jeddah, AWAB Sky Cargo and good experience in Assets Management, Banking transactions and maintaining appropriate cash flow required at branch level.
* Handle all tools from logistics to distribution to customer like FACOM, Car-o-liner etc including cost and sales analysis.
* Implemented Accounting and HR system successfully in Emirates Airlines, Schenker, AWAB.
* Achieved minimum outstanding of Debtors in all the companies.
* Developing good relation with top customers through visit and interaction on regular basis to ensure collection on timely basis.
* Assisting Branch Manager / GM for Admin related issues i.e. staff, local requirement etc.( government related issues)
* Have worked with top accounting software including SAP (use by current company), Microsoft Dynamics, Quick Book, SAGE, oracle base software, in-house software etc.
* Good understanding of flow of accounting transaction and implementing company rules for daily accounting activity.( IFRS, GAAP )
* Training new employees.
* Overall +18 years of experience
  + +3 years under Chartered Accountant + article ship.
    - 6 years with Travel Agency.
    - 7 years with Emirates Airlines
    - +4 with Logistics( freight forwarding company)

PROFESSIONAL EXPERIENCE

**Power Machinery Company 01 Jan 2017 - Till Date**

***Finance Manager* Jeddah, KSA.**

* Power automotive tools from worldwide which include FACOM, Car-O-Liner. Dexeter, Roadcraft, Blowtherm, Anas Iwata, Craftwork etc.
* Responsible for all aspects of financial control and reporting, As Finance Manager is the link between the accounting department and upper management.
* Monitor cash flows statements and predict future trends.
* Liaise with auditors to ensure annual monitoring is carried out.

**Skybridge Freight Solution ( AWAB Sky Cargo) 01 Apr 2015 31 Dec 2016**

***Finance Manager* Jeddah, KSA.**

* Responsible for all aspects of financial control and reporting, As Finance Manager is the link between the accounting department and upper management.
* Thorough analysis of accounting data, to finds ways to improve underperforming areas within the company creating efficiencies and reducing costs to maximise working capital for business growth.
* Prepare and interpret monthly management accounts and annual reports.
* Implement financial plans.
* Reconcile balance sheets.
* Analyse margins.
* Manage budgets.
* Handle debtors.
* Monitor cash flows statements and predict future trends.
* Conduct reviews and evaluations for cost-reduction.
* Prepare and implement SOP for other areas for improvement i.e. upgrading delivery department, further checks for stock verification etc.
* Liaise with auditors to ensure annual monitoring is carried out.

**TUV – Nord – National Inspection Co. Fahss 19 Jan 2014 till 29 Mar 2015 *Chief Accountant* Jubail, KSA.**

* Responsible for all aspects of financial control and reporting.
* Thorough analysis of accounting data, to finds ways to improve underperforming areas within the company creating efficiencies.
* Updating, monitoring data transfer from old accounting system to new accounting system – Microsoft Dynamics.
* Preparing weekly collection report, reconciling bank.
* Processing staff claims from different location as per company policy.
* Supervising/preparing/processing staff payroll. ( 250 + staff ).
* Assisting FAM/ Chief accountant for monthly closing.
* Processing Accrual, Prepaid, Assets and other JV for monthly closing.

**DB Schenker – Logistic Stinner 01 Mar 2008 till 31 Dec 2013**

***Branch Controller ( Accountant )*  Jeddah, KSA.**

1. Month end processing, which include Salesmen monthly report, monthly branch profit, Cash/Bank monthly reconciliation. Ensuring forward book accuracy (sales and costing).
2. Preparing monthly Profit statement of branch.
3. Assisting CFO for yearly budgeting.
4. Preparing monthly cash flow for remittance.
5. Conducting meeting with top customer to resolve outstanding balance issue and to ensure smooth transaction between customer and company.
6. Training new staff regarding company procedure, system ( SAP ) etc.
7. Conducting in house operation training to ensure accuracy of flow of transactions.
8. Conducting credit control meeting with assistance of credit controller between all departments to ensure timely collection of overdue amount and avoid bad debts.
9. Preparing and implementing rules between accounts, Operation and Custom clearance dept. for smooth transaction as and when needed.
10. Supervising all Admin & Accounts activity in branch.
11. Which include Sales, Payable, Banking, Cash and Bank Management.
12. Payroll processing.

***Emirates Airlines* 01 Nov 2000 – 22 Feb 2008**

**Accounts Supervisor Dammam, KSA.**

Initially deputed as Accounts Supervisor-KSA from 1st Nov 2000 till 31st Aug 2001. Supervised Revenue & Payables Accounting in all 3 KSA stations-Jed, Ruh, Dha.

1. Deputy-in-Charge of the COMET Accounting database migration & setup for KSA that was centralised in Jed. When each station became independent, I was in charged for monitoring smooth & successful data transfer & functioning to Ruh & Dha.
2. I was instrumental in recovering bad debts that was set to be written off from Ex-GSA to the value of SAR 95,000.
3. Assisted FAM in formulating Budget for KSA for the FY 2000-01.
4. The responsibility of acting as Accounts Officer-KSA was conferred upon me prior to the appointment of Accounts Officer-KSA
5. Maintained minimum under-collection & bad debts at Dha station compared to other KSA stations.
6. Dha station was rated First in the network to close the FY 2001-2002.
7. Co-ordinated with EK Revenue to settle Credit Notes requests for old impending claims for Dha Agents, thereby improving relationships with the agents.

**Saudi Tourist & Travel Bureau** **March 1994- October 2000 Senior Accountant Jeddah; KSA**

STTB is one of the leading travel agencies of Saudi Arabia, holding GSA of reputed airlines like Saudia, Japan Airlines, Singapore Airlines, Garuda & PSA of other major airlines. STTB was also the GSA of Emirates in KSA till October 2000.

1. Deputed as Senior Accountant at different locations in the GCC at Ruh, Dha & Bahrain.
2. Independently supervised all receivables, payables & inter branch accounts at BAH for a period of 6 months.
3. Performed quarterly & monthly bank reconciliations & other intercompany accounts.
4. Provided consolidated performance appraisal report for individual branch, airlines & other ancillary product sales to the management.
5. In-charge of Receivables & Payables Accounting, Staff benefits & salary computations.
6. Processing of payment requests including exchange orders sales, local & overseas tour operators’ international hotel & car rental chains, insurance & other supplies like ABC (Reed Travel Group).

**Ally International Travel Service Dec. 1992-March 1994** **Chief Accountant Mumbai, India**

1. Preparing books of Accounts up to finalisation & auditing..
2. Preparing sales reports & settlements of airlines.
3. Inventory Control of airline stocks.
4. Computation & filing of Income Tax returns & related tax matters.

***Mukadam & Associates*; Charted Accountants Dec. 1991 – Nov. 1992**

**Accounts & Audit Assistant. Mumbai, India**

1. Preparing balance sheets, manufacturing, trading P& L accounts of client companies.
2. Performing Bank Audits of nationalised banks in Central & Western India.
3. Attending Income & Sales Tax hearings.

EDUCATIONAL QUALIFICATION

Degree in Bachelor of Commerce(B’Com) Bombay University, Mumbai

(Major subjects: Financial Accounting, Audit, Management, Advertising.) 1987–1989

ADDITIONAL QUALIFICATION

* Executive Development Programme from Bureau of Information Technology Studies (BITS), Mumbai
* Diploma in MCBA Accounting Package on HP UNIX.
* Proficient in using IBM compatible computers, operating knowledge of Microsoft packages & software.
* Proficient in using Accounting Software SAP – used by Freight Forwarding Company, Oracle base – COMET – used by Emirates Airlines, PACT – Freight Forwarding Company, MCBA – used by Travel Agencies.

ON THE JOB PROFESSIONAL TRAINING

* Jul 2001 – Emirates : *Standard Fares & Ticketing*
* Aug 2006 – Emirates : *COMET Supervisory Training – Expenditure*

PERSONAL DETAILS

* Date of Birth : 19th January 1970
* Marital Status : Married
* Nationality : Indian
* Gender : Male
* Religion : Islam