BUHARI

Buhari.166520@2freemail.com

Finance Manager / Financial Controller / Financial Executive / Accounting Manager

## A results driven and self-motivated Financial management, Accounting and Administration Professional with over seventeen years of total experiences with multinational and private companies, closely working with management. Possessing the confidence and the proven record to work independently or as a part of a team. Having Excellent communication skills and able to establish sustainable relationships. Superior interpersonal skills, capable of resolving multiple and complex (human resources, legal, financial, operational and information technology) tasks, efficiently prioritize and consistently meet deadlines.

**STRENGTHS and CORE SKILLS:**

 Budget and Forecast development & management  Accounting and Financial Operations

Effective Cash Management  Bank and LC matters

* Internal and External Audits  Credit Control Management

 Personnel administrations Office Administration

* SAP ERP system & MS-Excel  Information Technology supports

Develop reports for top management summarizing the business financial position in areas of income, expenses, capital usage and cash flows, and coordinate the preparation of strategic plans, budgets and financial forecast. Oversees and performs all accounting functions, such as General Ledger Management, preparation of monthly financial statements and reports, balance sheet & cost analysis, account reconciliation, and audit preparation. Determine financial objectives, designing & implementing systems, policies & procedures to facilitate internal financial control. Liaise with external auditing agencies, legal bodies and corporate offices for policies and procedures to ensure financial compliance. Manages day-to-day operations, including staff supervision to ensure delivery of quality, cost-effective services, as well as customer satisfaction.

Very good knowledge and understanding of latest in computer technologies and its integration; Well versed with SAP-FICO ERP system, accounting softwares and Ms-Excel.

**CAREER HISTORY**

A Supermarket & Departmental Store, Tirunelveli, India - 1.3 years, Jan 2012 to Feb 2013

**Managing Partner – Finance & Operations**

## Responsibilities included day-to-day running of the business with a particular emphasis on finance and business development.

## Established objectives, procedures, and guidelines for implementing new business goals.

## In charge of leading, motivating and developing the management team.

## Liaised with officials of government departments and regulatory bodies for smooth running of the business.

## Oversaw customer service, inventory control, product packaging, merchandising standards, purchasing, cost control management and contracts & agreements with suppliers.

## Managed the accounting and finance department as well as book keeping functions, tax and audit consultants.

## Responsibilities included are financial reporting, payroll, taxes, cash & banking, accounts payable & accounts receivables, billing, human resources and insurance.

## Reporting to management team and partners.

Tridonic Middle East FZE, Jebel Ali, Dubai, U.A E. - 6.5 years, June 2005 to Nov 2011

**Finance & Administration Manager**

## Prepared annual Budgets and quarterly Forecasts; submission and consolidation of budget/forecast data to Corporate Controlling in Austria;

## Prepared, reviewed and automated detailed FIS and MIS reports for management team.

## Consulted with key managers in Corporate Accounting and Controlling in HO to identify reporting requirements, assist with analyses and performance measurements.

## Working capital and cash flow management, planning, organizing and controlling of financial resources.

## Liaised with Corporate offices, controlling, Banks, Govt. offices and other business related organisations;

## Supervised and leaded supporting staffs, including the analysis and management of workload, planning needs, work allocation processes, performance management etc.

## Prepared clear and accurate financial data in compliance with all the external accounting standards (GAAP & IFRS) and internal Group Accounting Policies and procedures and its timely submission on monthly, quarterly and annual basis to Corporate Controlling, Austria.

## Planned and prepared annual FX currency Budget; Fixed Hedging fund amount from HO based on Budget figures; Arranged funds in local currency on time for the FX funds; interacted with Corporate Treasury for various reports FX Hedge and derivatives bookings.

## Directly responsible for all accounting and book keeping functions on daily basis and up to and including Monthly, Quarterly and Yearly financial reports and its online and on-time submission to Corporate Controlling, Austria through oracle based SAP ERP system; Consolidation of accounts at the Group Level to Corporate Accounts.

## Team leaded with Internal and External auditors for Quarterly & Annual Audit having no major findings.

## Managed accounts receivables and accounts payables: analysed and reported overdue items; arranged on time collections and payments. Applied for credit insurance and credit limits with Credit Management, HO.

## Other job responsibilities are Administration Manager, Company Secretary, One of the two signatories, Management team member, HR Management, IT Management, Credit control Management, SAP Key User and interact with various corporate offices in HO, Austria.

## Reporting to Corporate Controlling, CFO, Chairman and Managing Director.

Al Ain National Printing, Al Ain, Abu Dhabi, U. A. E. - 7.5 years,Jan 1997 to Jun 2004

**Manager - Accounting and Operation**

## Managed Sales, Purchasing and pre-press and post press activities.

## Pricing, preparation of quotations and attending Govt. tenders.

## Examine accounting staff and approve journal ledger for data entry.

## Managed all accounting and book keeping functions, Data entries, Ledger accounts.

## Preparation of monthly Trial Balance and yearend Financial Statements for audit purposes.

## Payroll, Cash and Payables Management; Accounts Receivables management, collection, chaser notices.

## Reconciliation of Bank Accounts, Customers and Suppliers Accounts.

## Managed the transition from manual accounting to computerized accounting system.

## Reporting to Manager and the Managing Directors.

Srinnath & Co., Madras (Chennai), Tamil Nadu, INDIA. – 3 years, from 1992 to 1995

**Audit Articled Clerk (Article-ship)**

## Handled different sorts of audit of Trading, Non-Trading and Private Banking organisations.

## Verification of controls, entries & its postings to respective GL account.

## Verification of Trade P&L and BS and reporting to Senior Auditor

**EDUCATION**

**B. Com** (Bachelor degree in Commerce) - Year 1992

 *- University of Madras, Tamil Nadu, India*.

**CA** (Chartered Accountant) – (Intermediate exams attended) - Year 1995

 - *The Institute of Chartered Accountants of India,* India

**TRAINING & SEMINARS**

## SAP Closing & Monthly Roll-outs, PCA & Cost center reporting – Controlling, HO, Dornbirn, Austria

## Group Finance Conference & Excellarate Workshops – Group & HO, Berlin, Germany

## SEM-BCS Workshop, SAP upload & Group Consolidation reporting – Group Corporate Controlling, London, UK.

## Documentary Credit UCP 600- Training Workshop on LC Documentation. – Dubai

**COMPUTER SKILLS**

## Accounting Packages : SAP-FICO ERP, Focus, Tally, Easy Accounting and Peach Tree,

## Ms-Office : MS Excel, MS Word, MS Outlook

## Operating Systems : DOS, Windows (all versions), Macintosh OS and UNIX.

## Diploma in Multiuser Programming (Unix, C Language & Oracle RDBMS);

## Diploma in Windows

**PERSONAL INFORMATION**

Date of Birth : 21-Jan-1972

Nationality : Indian

Religion : Muslim

Marital Status : Married

Spoken Languages : English, Hindi, Arabic, Tamil (native), and Malayalam.

Driving license : Yes, UAE license

Visa Status : Visit Visa

Notice Period : Available Immediately

Salary expected : AED 20,000/- plus other benefits

References : Available on request

Preferred Location : Dubai, Abu Dhabi

CV No: