***KHALEEL CMA***

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| Email : khaleelulhasan.177212@2freemail.com  | Personal Information:DATE OF BIRTH :19th JULY 1977 GENDER : MALEISSUED AT : BANGALORE-INDIA NATIONALITY : INDIANLANGUAGES : ENGLISH,URDU, HINDI KANNADA  |

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To

The Manager,

HR/ Recruitment Dept,

United Arab Emirates

Dear Sir,

Subject: Resume for Finance Manager UAE.

With reference to above cited subject and reference, please find attached herewith my updated resume in word format.

I am a Certified Management Accountant (CMA) from IMA (US), with Inter-CA (P.E. - II) from ICAI (India). I have completed B.com in first class distinction (India). In all I have 16+ years of experience (including 10+ years in the gulf - U.A.E & QATAR).

I have performed leading roles in Finance & Accounts Dept for companies in the, Construction, Real Estate, MEP, Logistic, IT, Manufacturing, Maintenance, Service Industry, Trading, FMCG industry. (Part of Finance Team in various roles in remarkable projects like, Dubai International Cargo Airport's Cargo building, Sharjah Transport Facility Work Shop, Saudi Cables, Qatar Railway Gold Line Metro and at present in UAE handling Iraq projects"

As I have handled managerial & senior posts in the field of finance and accounting, directly reporting to CFO, CEO, COO, MD, Owner. I have a strong base for providing all kinds of MIS reports as per company's KPI's (including budgets, forecasting) and setting up internal controls for the matters affecting finance and accounts.

I have practical experience on various ERP including TALLY & SAP FICO.

My rich academic qualification, strong & versatile finance experience & good knowledge base, made me confident to apply for this job.

I will be very much thankful to you if you can consider my application for the post.

Thanks & Regards

Khaleel
United Arab Emirates.

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**SUMMARY**

* A Professional Finance & Accounts Manager, with 16+ years of experience (Gulf & India)
* Certified Management Accountant (CMA –US), Inter C.A.(Chartered Accountant Finalist – ICAI INDIA),
* Key Skills: Management Accounting, Cost Accounting, Inventory Accounting, As per IFRS - Revenue recognition, Expenses, Liability & Asset Recognitions, Auditing & Controls, Finance & Banking, ERP & Business Process Implementations, Team Building & Management,
* Business Sectors/Industries - Manufacturing, Construction, MEP, Trading, Auditing & Accounting & Taxation Service Industry, IT, Education, Financial & Banking, and Food industry, Real Estate.

**EDUCATIONAL QUALIFICATION**

**ACADEMIC CREDENTIALS**

 - Certified Management Accountant (CMA- US) – 2016 from IMA (United States)

 - Inter C.A / P.E. II - May 2004 from Institute of Chartered Accountants of India (ICAI) - India

 - Bachelor of Commerce (B.com) April 1999, Karnataka University Dharwad, India.

**PROFESSIONAL EXPERIENCE / KNOWLEDGE / SKILLS**

* Finalized “Finance Operations and Procedural Manual” for Quality control over financial transaction Accounting, and financial reporting.
* Designing and implementation of different petty cash policies for various sections of business.
* Building, training, leading finance & accounts team from scratch, assigning and supervising tasks. Managed teams of 1 to 9 direct assistants, multi nationals and multicultural.
* Assisted management group for preparation & implementation of Business models.
* Coordinated various departments of companies for Acquisition of business.
* Budget, forecasting, variance analysis, cash flows, company wise, department wise, section wise performance evaluation. Financial evaluation of a projects/contracts, Capex decision making, leasing or purchasing evaluations
* Preparation and reconciliation of daily cash, bank position, cash management system, PDC reports, bounced cheque reports. Biweekly Legal action reports.
* Direct reporting to Group Finance Controller and CFO for consolidation of accounts, reports and on business strategy analysis. Ratio Analysis, KPI – Key Performance Indicators, Fixed Assets Control
* Creditor Payment Management–Approving contractor/utility/supplier invoices, payment planning, early payment discounts negotiation etc.
* Handling admin tasks related to, payroll system, ticketing, passports, visas, labour cards, insurances, vehicle registrations etc in coordination with respective departments.
* Revenue Recognition: Bifurcation/preparation of deferred revenue schedules & accrued revenue.
* Receivable management i.e. Revenue/Sales Billing with proper supporting, SOA reconciliation etc
* Dealing with, Govt departments, shipping co, embassies, inspection company credit rating agencies.
* Banking Relationship – Project financing facility/loan facility, discounting, LC – letter of credit under UCP-600 (export & import), trust receipts (TR), over draft, tender, performance, guarantees/bonds.
* Accounting up to finalization (Trail balance Profit & Loss a/c, Balance Sheet), Preparing Monthly Schedules Like- Accrual, Provisions, Depreciation chart, Prepayments, Reviewing GL accounts & Subsidiary books, Preparation of Reports (including Bank Reconciliation Statement, Stock Summary Reports, and Management Information Reports Etc.), Working Capital Management
* Providing necessary information & explanation for Internal & External Auditors
* International & Indian Accounting Standards, (IAS) & IFRS.

**EMPLOYMENT PROFILE**

**1 – Eagle Electromechanical and Al Hijaz Mechanical Company.(MEP,Real Estate,Maintenance etc)**

**Position: Account Officer / Trade Finance Manger (Senior Management) – July 2015 to till date**

***Responsibilities***

* Management Information Reports
* Finance & Banking Related Matters.
* Export and Import Management (European , Arabic and Asian countries)
* Accounting
* Analysis, Comparison & Evaluation of Quotations for Decision Making Purpose.
* Project Insurance. (Contractor’s All Risk, Property All Risk, Workman Compensation & Motor)
* Others as per Group Financial Controller and Management Instructions.

**2 – ALYSJ – Joint Venture, Doha - Qatar**

**November 2014 to July 2015**

***Responsibilities***

Fast tract project for implementation of site accounting, internal controls and procedure relating to preparation of financial statement as per the Implementation of EIP

**3 – R.V.Adake (Chartered Accountant)** Accounts, Auditing & Taxation Firm Setting

**Position: Audit and Account Manager – July 2013 to Oct 2014**

***Responsibilities***

* Audit & Accounting Engagements: Finalizing financial statements, Audit reports, Preparing Audit Plan & Audit program writing accounts.
* Taxation
* Project Financing Reports.
* Consultation on restructuring & setting up of Finance dept, Inventory Dept, Procurement Dept.

**4 – Technical & Trading Establishment, Br of Easa Saleh Algurg group of Companies**

Specialized in Trading, MEP Projects Contracting and Annual Maintenance Business.

**Position: Entity Chief Accountant/Entity Finance Manager – July 2012 to May 2013**

***Responsibilities***

* Budgeting (Master Budget – Revenue, Manpower, Capital, & Expenses Budget), Forecasting.
* Designing forms and tables for collecting information from various departments to make budget. Discussing assumptions of budget figures with Dept Heads.
* Preparation & Review of Monthly MIS reports (Profit/Loss a/c, Balance Sheet, Cash flows, division wise & cost wise analysis, monthly rolling forecasts, Monthly Variance analysis)
* Finalizing monthly Accrued & Deferred Revenue. Arranging Control meeting for Receivable, WIP on biweekly basis. And approving payment as per Delegation of Authority.
* Restructuring of Accounts Dept to bring it in line with group corporate finance policy
* Giving trainings to operational & technical staff about procedure and policies implemented from time to time & responsible for implementation of control policies in the business unit.
* Financial appraisal of Purchase decision & subcontract agreements.

**5 - Hadeed Emirates Contracting LLC & Range Hospitality – UAE -** Construction Company specialized in civil construction, Steel erection, Turn Key Construction, MEP. Hospitality industry management Company, developer of 5 star hotels/serviced apartments

**Position: Senior Accountant - 1stJuly 08 to May 2012**

***Responsibilities***

* Day to day routing accounting work
* Managing Bank Finance – Letter of Credit, Trust receipt, Guarantees & Bonds,
* Review & reconciliation of various bank facilities, margins, utilization planning.
* Member of “COST REDUCTION & COST CONTROL COMMITTEE”
* Visiting various sites to make sure that, all sub-contractor / supplier invoices pending on sites are properly documented, approved, captured in the ERP and processed.
* Monthly project wise cost accounting, cash flows & Forecasting , Balance Sheet, P&L a/c
* A/P management, Co-signatory with COO, deciding Key Supplier Payment Plan, Vendor / supplier reconciliations, Approving, authorizing, booking invoices. Coordinating lawyers for Commercial and legal cases, Handling operational emergencies, procedural & administration issues,
* Special purpose / Ad hoc reporting, budgeting, variance analysis, management information system reports (MIS reports). Banking reports.
* Successful creation of separate account books for 3 companies from common books in ERP
* Monthly MIS ( Balance sheet, Profit & Loss Account) – (in US$, Bahraini Dinar, UAE –Dirham)
* Calculation and evaluation of Customer Investment & Return plans, dealing in Foreign Exchange transactions, Controlling of advances and progress payments received from Customer.

**6 - Seekers group of Companies –Dubai and Sharjah- U.A.E -**Manufacturing Furniture, soft furnishing and Interiors

**Position: Chief Accountant 6th March 2005 to 17th May 2008**

***Responsibilities***

* Day to day Accounting functions, banking operations, Intercompany reconciliations, Monthly MIS
* Receivable management, payroll management, ERP implementation.
* HR and Admin functions.

**7 - B.K.Industries –Belgaum- INDIA -** Engineering Products Manufacturing and Service Industry

**Position: Accountant June 2004 to**

 ***Responsibilities***

* Shifting from manual accounting system to computerized accounting system using Tally 5.4
* Equally involved with Production Dept for creating filing and indexing system for Engineering records.

**8 - M/s V.G.ADAKE & CO –Belgaum- INDIA -**A Chartered Accountant firm specialized in Auditing (Internal, Management & Statutory audit), Taxation (Income Tax and Sales Tax) and Accounting.

**Position: Article Clerk, Accountant, Tax Manager, & Audit Manager - June 1999 to May 2004**

***Responsibilities***

* Accounting ( Manual & Computerized) – Vouchers, Journals, Ledgers, Trial Balance, Profit and Loss account, Balance Sheet, Cash flow statements, Schedules, provisions, accruals. For Manufacturing, Constructions, Hotels & Lodging, Real estates, Petrol pumps, Groceries, Mobile & sim card trading, Pharmacy shop, Stationery dealers, Whole sellers, cloth merchant.
* Audit : Important achievements :

ASSISTANT PRE AUDITOR for Milk & Milk Products manufacturing and trading concern.

TEAM LEADER of Internal audit team for Large Co-Operative Credit Societies engaged in –

-Banking Industries.

Part of STOCK INVESTIGATION TEAM.

* Income Tax
* Sales Tax (State and intra state sales tax), Filing Monthly/Quarterly/ Annual returns, Sales tax audit and assessments.
* Company matters
* Financial Matters
* Office matters
* Creation of Computerized Data Base for Sales Tax and Income Tax clients of the firm.

**COMPUTER AWARENESS**

* *- Media Computer Training Institute:*

 CERTIFICATE COURSE- Fundamentals, DOS, Lotus, Dbase, Tally

* *- Compufield Premier Computer Training Institute:* MS- OFFICE - Windows, MS – Word, MS-Excel, MS-Power Point – DIPLOMA IN COMPUTER ACCOUNTING - Tally, Q-Pro

**COMPUTER WORKING EXPERIENCE**

* ERP system: - SAP R/3 FICO managerial, EZ-Business of EZy ware Business Solutions,

 Target ERP system of Gensys Technologies, EIP of L&T

* Accounting Package - Peach Tree, Tally-Accounting cum Inventory, Sage Pastel, Braino– Banking

 Business Solution

* Mailing tool - Out Look Express
* Office automation - MS Office 2003/2007/2010 and Office XP,
* Operating System - Windows 95/98, Windows-XP, Windows vista, Windows 7

**EXTRA CURRICULAR ACTIVITIES**

* Elected unopposed for the post of **Debate Union Secretary** in S.S.S.Samiti's Mahaveer.P.Mirji College in 1998-99.
* Elected unopposed **Vice Chairman** of SICASA, Belgaum Branch and **Advisory Committee Member** of SICASA Belgaum Branch.
* Adjudged as "**BEST BOY for the year 1998-1999**" and "**BEST SPEAKER"** for two consecutive years **1997-98 and 1998-99** of S.S.S.Samiti'es Mahaveer.P.Mirji College of Commerce.
* Participated in N.C.C. in school and attended N.C.C. camp and N.S.S. Camp.
* Participated in various Inter-School, Inter Collegiate, District Level Speech, Debate and Essay competitions and **Secured 1st, 2nd and 3rd Ranks.**

DATE : PLACE: UAE.

Signature: (*Khaleel)*