E-Mail [ejaz.227802@2freemail.com](mailto:ejaz.227802@2freemail.com)

# objective

*I am interested in a senior level position in Accountancy and Finance wherein* ***20 years (1999 to 2013 in Gulf region)*** *of extensive experience in this field will be fully utilized. I wish to contribute my knowledge of various processes and methods to profit the company wherein I can further enhance my professional advancement.*

# Carrier goal: CFO/finance Manager/ finance controller

*Dedicated and qualified (CPA& MBA Finance) Finance Manager, developing and implementing financial systems, strategies, processes and controls that significantly improve P&L scenarios. Expert in establishing accounting functions, systems and best practices; cost-reduction, automation and tax strategies; and lasting business relationships to ensure goal-surpassing fiscal performance.*

# AREAS OF EXPERTISE

|  |  |  |
| --- | --- | --- |
| * Operational Management | * Cost Control | * Excellent Analytical Skills |
| * Planning and execution of the plans * Merchandising | * Control Systems Design & Implementation * Costing | * Good Interpersonal Skills * Budgeting & MIS |

# experience

*ALDUCO ENGINEERING SERVICES* From 15th May,2013 to 26th July 2014

Malabo, Equatorial Guinea, West Africa

**Group Finance Manager**

**COMPANY:**

Alduco Group is an organization made up of different business units & companies providing various services in Equatorial Guinea and Nigeria.

Equatorial Guinea

In Equatorial Guinea, Alduco Group is made up of the following companies and business units:

1. **Alduco Limited (consisting of the business units listed below)**

* The Computer Store (Retail & procurement of IT systems, consumables etc.)
* The Total Safety Company (Retail & procurement of PPE)
* The Portable Toilet Company (Rental of Portable Toilets)

1. **Alduco Engineering Services** **Limited** (Products & Services provided listed below)

* Non Destructive Testing (NDT)
* Corrosion Control (CC) & Cathodic Protection (CP)
* Risk Based Inspection (RBI)

**Job Responsibility**

**To Develop and implement accounting procedures including but not limited to the followings,**

* [Tax Administration](http://finance.duke.edu/accounting/gap/#tax) and Management. [Travel & Reimbursement Procedures](http://finance.duke.edu/accounting/gap/#travel)
* Money handling & Banking Procedures. Payments. Petty Cash management
* Invoicing. [Other Accounting Procedures](http://finance.duke.edu/accounting/gap/#Other). Payroll Journal.

**To Prepare and submit the following reports on monthly basis**

* Sales Analysis
* Profit & Loss, Balance Sheet, Cash flow
* Review & Analysis of month end financials
* Bank reconciliation reports
* Audit/ compliance reports.
* Budgeting / Forecasting & Reporting
* Asset Management
* Regulation & Statutory Compliance
* Cost Estimating/ Project Cost Control/ Margin calculations from J/Vs

*BPT Middle East FZCO* Mar 2010– Jun 2012

Dubai - UAE

**Finance Manager**

* Direct and coordinate company financial planning and budget management functions.
* Recommend benchmarks for measuring the financial and operating performance of divisions and departments
* Monitor and analyze monthly operating results against budget.
* Direct and coordinate debt financing and debt service payments with external agencies.
* Oversee daily operations of the finance department.
* Manage the preparation of the official annual report of actual revenues, transfers, and expenses.
* Manage the preparation of financial outlooks and financial forecasts.
* Prepare financial analysis for contract negotiations and product investment decisions.
* Work with department managers and corporate staff to develop long term business plans for the company.
* Establish and implement short- and long-range departmental goals, objectives, policies, and operating procedures.
* Design, establish, and maintain an organizational structure and staffing to effectively accomplish the department's goals and objectives.
* Serve on planning and policy-making committees.
* Serve as primary legislative liaison relative to company financial issues.
* Oversee financial management of foreign operations to include developing financial and budget policies and procedures.
* Direct financial audits and provide recommendations for procedural improvements

**RAK GLOBAL LOGISTICS LLC** Feb 2008 - Mar 2010

Ras Al Khaimah - UAE

**Finance Manager**

* To liaison with banks related to factoring of invoices, overdue facilities, loan account, fund transfer to overseas suppliers and day to day operational work.
* Preparation of several analytical reports as when required by the management.
* To keep close coordination & supervision with credit control department to maximize collection from the customers.
* To manage fund on daily basis for daily transaction of the company.
* To supervise eleven member of accounting team.
* Preparation Financial Result on monthly basis.
* Ensuring that all policies and procedure are strictly aligned with the company’s goal.
* Providing administrative support to all staff.
* Coordinate with external & Internal auditors.

M/S Khair Polyethylene Rope Factory 2003 - 2007

A Group Company Of Fathi Taleb & Sons Cos.

Jeddah - KSA

**Assistant Finance Manager**

1. To Liaison with Sales & Marketing Executives or, Managers in all matters relating to sales,

Receivables and collection and provide all assistance and information to carry out

their job effectively.

1. Exercising and monitoring internal control in all areas specially to cut down expenses

and to minimize receivable level exploring maximum efforts in the field of collection.

1. To ensure effective and meaningful implementation of company policies, rules,

Regulation, directives and procedure in all areas of business operation, accounting,

Personnel and administration.

1. To Check and verify all the petty cash or payment vouchers before payments and

posting.

1. To manage available funds as per requirement and prepare Cash Flow Statement.
2. To prepare project feasibility studies, profitability calculation as and when required.
3. To prepare Financial Statements on monthly basis project wise or cost center wise
4. To keep close supervision & co-ordination with our accounting team and make them

dedicated towards the job by providing all possible assistance.

1. To prepare different types of analytical reports as and when required by the General

Manager Finance or Finance Manager.

1. To report and get assistance from finance Manager or General Manager in day to day

matters

1. Liaison in the **audits** and limited reviews with auditors.

M/S. Hanco Rent A Car 1999 - 2003

A Group Company Of Fathi Taleb & Sons Cos.

Dammam

**Asst Finance Manager**

1. Journalizing and reconciling sale value, cost of sold vehicle and accumulated

depreciation with the help of Vehicle Management System.

1. Calculating and journalizing depreciation of fixed assets showing complete movement

of cost as well as accumulated depreciation with the help of PC.

1. Recording and journalizing of vehicle insurance related transactions like claim

receivable, claim settlement, third party payment, total loss of vehicle etc.

1. Checking, verifying and journalizing store movement of two workshops like Parts

purchase Report, Consumption Reports, Inventory Master Report, Parts Issue Report,

Purchase return Report, and Parts Return Report etc.

1. To prepare various Payment Vouchers, Payable Vouchers, and Journal Vouchers for

Pre Paid, Accruals like Rents, Gratuity, Vacation Pay, Zakat, Gosi etc.

1. To prepare Bank Reconciliation Statement for fifteen accounts of different banks.
2. To prepare Financial Statements on monthly basis project wise or cost center wise
3. To advice to the compute department to run MIS after getting assurance that the

entire Revenue & Expense voucher has been prepared and posted by the respective

accountants properly.

1. Checking and verifying of MIS Report before sending to Head Office Jeddah.
2. To issue checks to the different suppliers of the Eastern Province and to maintain

healthy relation with them.

1. To prepare complete Audit File for Eastern province co ordinate with external auditors.

Jagdeesh Chandra Suneja Construction & Co 1997 - 1999

India

**Accountant**

Ad-Voice Advertising Agency 1995 - 1997

India

**Accountant**

Motipur Sugar Factory Pvt.Ltd 1991 - 1995

India

**Accounts Payable Clerk**

R.N.Mishra & Co 1989 - 1991

India

**Article Ship**

# SKILLS

Expert in:

* MS Office (Word, Excel, Access, Power Point Internet Explorer and Outlook)
* Operating Systems: Windows XP, Windows Vista
* **AS-400 System, ERP System I Pack, FOCUS**, **Tally** Accounting Software
* Other Customized Accounting Software.

# EDUCATION

Port Jefferson University, USA

**Master of Business Administration (Finance) Year- 2015**

Patna University, Bihar, India Year - 1986

**Bachelors of Commerce** **(Hons. in Advance Accounts)**

**Associate Member of Certified Public Accountant (CPA)** Year-2011

Member Ship No. A4969

**Diploma in Computer Application**

(Bihar), India

# LANGUAGES

* English, Hindi, Persian, Arabic (Read, Write, & Speak)

# PERSONAL infomartion

Date of Birth : Jun 1965

Civil Status : Married

Nationality : Indian

Passport No, : L7272091

Visa Status : Visit

Visa Valid up to : 23rd June 2015