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OBJECTIVE

To associate with an organization that offers a stimulating and challenging work environment, to deliver quality results efficiently through leveraging on my experience and skills.

WORK EXPERIENCE in UAE- Abu Dhabi- More than a Year since June 2013 to Present

Current Company: *IOTA- International office for Technical Assistance. Abu Dhabi (Swiss*)

IOTA is a Swiss Company having offices in Africa, France, UAE, Thailand, Malaysia and Australia.

Position: Head of Finance. From June 2013 to Present

\* Taking care for all the Finance Job for preparation of Financial Statement, Trial Balance, P/L,

Balance sheet.

\* Operating the on line banking Transaction.

\* Handle the Multiple Currency Accounts of the company.

\* Prepare the yearly Budget and check and verify the variance.

\* Submit to the Head office each monthly report on 15th.

\*Preparing periodic account analysis and reports for management

\* Prepare assist and all the Schedules & Report required by the External Auditors for the

Interim and yearly Financial Statement.

\* Improved existing process and streamline workflows.

\* Cleared accounting Backlog of 2 years and got the Financial Statement from Auditors.

\* Acquired a good in Flow of Finance by Clearing with Clients unpaid Invoices by coordinating and

Continuously reminding that the Invoices are unpaid. This was done by correcting the wrong

Invoices submitted, Re submitting the Invoices which the Clients inform they have not Received,

Receiving the Proper PO’s for services rendered.

WORKING EXPERIENCE’s in SAUDI ARABIA

I have been working in *Safari Group of companies* for the last 20 Years since 1993 to 2013. Over the period of years working for this Group, I have acquired and achieved accounting skills for businesses

like automobile sales and spare parts, Heavy machinery sales, Tires sales, Operation & Maintenance of Infrastructures like airports, hospital etc, and Travel industry.

Company Profile

SHM Safari Group is one of the leading conglomerates in the Kingdom of Saudi Arabia with presence in varied business industries. It deals in Operation & Maintenance, Food, Travel Agency, Luggage, Hard Machinery, Electronics (Biggest Agent of Mobily) and Motor Vehicles (SEAT & SKODA Cars), Construction, Fashion, Hotels and Hospitals.

* 20 years experience in the Kingdom since 1993 with different Safari Group companies as below
  + Safari Co. Ltd., Riyadh – Operation & Maintenance of infrastructure like Airports , Hospitals Etc.- 1993 to 1996
  + Safari Co. Ltd., industrial Machinery division Riyadh - 1997
  + Safari Tires – Handling Brands Barum, and National & Continental Tyres- 1997 - 2000
  + Safari Motors – Dealer for SEAT and SKODA Cars 2000 - 2005
  + Safari Travels – Agent for Bahrain air and other airlines- 2005 June 2013

Working experience in India For 6 years since 1987 to 1993 as below:

* + M.B.FRIEGHT MOVERS: Chief Accountant from 1991 to 1993.
  + General Equipment Suppliers: Accountant from 1988 to 1990.

* + Noble Hardware: Assistant Accountant from 1987 to1988.

PROFESSIONAL SYNOPSIS/ EXPERIENCES

* Maintain General ledger, including preparing General entries, Accounts analysis and reconciliation, closing books monthly including balance sheet and income statement.
* Reconcile monthly bank statements, verifies all deposits, handle discrepancies and problems.
* Maintain accounts receivables and payables, aging, & reconcile both accounts.
* Maintain payroll system, employees due /benefits and fixed assets system. (Depreciation of assets, prepaid expenses and other operating expenses)
* Able to initiate modification or enhancements to computerized systems for management information accounting data & recommend, design changes to implement necessary business controls, and for better MIS reporting.
* Handle all works regarding the export documents letter of credit, Bank Guarantee and corresponding with the banks and the clients.
* Monitor and control cash Sales of All the branches and the Petty cash.
* Monitor and control all departments’ budget and expenditures ensure they are within approved budgetary limits.
* Assist Finance controller/Chief Financial officer to provide all audit related information to external auditors, at year-end including preparation of GL schedules and to discuss those reports with auditors for a satisfactory explanation for participating in closure of audit.
* Very Fast in identifying the MIS control and reporting requirement for various businesses and contribute to the larger accounting team for creating value and preserving value for the organization.
* Good in number analysis for reporting information to the management for Business decisions.
* Maintained & Operate Multi-Currency Bank Accounts.
* Handle and Controlled Multi-Currency General Ledger Accounts.
* Consulted with and advised staff regarding modifications to existing accounting practices
* Succeeded in leading a team of Jr. Accountants, providing management, training and development to the newly hired.
* Assisted and Prepare with the GM Business Plans and Forecast for deviations and Escalate to the Management as Necessary.
* Assist Group CFO on ad hoc financial matters of the Department.
* Prepared necessary information and documents required by the Banks to Secure loans/OD
* And coordinate with the Bank Relationship officer and Credit Department to secure it.
* Ensured that banking facilities and limits are not overdrawn. Arrange funds to bridge short term deficits either through inter-company advance or invoice factoring

EDUCATION & QUALIFICATIONS

* Academic : University Degree in Accounts (commerce) with Costing & Auditing

* Computer Skills : Certificate Course in Computer Education

Microsoft 2007 and 2010

Window operating platform (XP, 98 & 2000)

* Accounting Package : Well versed Different ERP Systems- Infinity (oracle), TRACCS,

Boss, Peachtree (Sage),

Reporting Tools: Cristal Reports

SOFT SKILL

* Good in dealing with staff and associates from multi cultural background.
* Display maturity at work place and show respect for associates.
* Strong believer of fostering Team work, for organization’s benefit.
* Believes in continuity of work and like to have long term association with organization that I work for.

KEY COMPETENCIES/ EXPIERIENCES

Accounting Banking Budgeting Strategic Planning

Trade & Finance Receivable & Payables Financial Analysis Confidentiality

Assets Management Inventory Management Financial Reporting MIS Reporting

Self Correspondence Corporate Finance Budgeting Due Diligence

Process Improvement Business Ethics Team Leader Taxation

PERSONAL PROFILE

* Date of Birth : 30th June 1966
* Nationality : Indian
* Religion : Islam
* Marital Status : Married with family in UAE
* Language Known : English, Arabic, Malayalam, Hindi, Gujarati and Tamil