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|  | **Ashraf  Managerial Assignments- Accountancy (SAP FICO)** Books of Accounts/ Financial Statements/ MIS Reports/ Auditing/ Taxation  [**Ashraf.265409@2freemail.com**](mailto:Ashraf.265409@2freemail.com) | |
| **Profile Summary** | | |
| * **Nearly 18 years** of experience in Finance & Accounts, Project Finance, Fund Management, Auditing & Taxation * Excellence in facilitating the audits and maintaining all the documents according to IFRS required by the auditors * Expertise in managing book of accounts as per statutory and corporate requirements * Experienced in managing accounts & MIS, implementing systems and processes, managing accounts payables by regularly monitoring invoices and following-up with clients to settle outstanding claims to balance accounts * Proficiency in presenting authentic picture of cash flow, receivables, debts and other borrowings through MIS reports and conducting finalization and review of monthly accounts * Skilled in preparing Bank Reconciliation Statements, Trial Balance, Profit & Loss Accounts and Balance Sheets * Extensive knowledge of keeping records, maintaining the records and track the financial transactions * Achievement oriented professional with excellent people management skills and capability to manage change with ease | | |
| Education | | |
| **B.Com.** from Mangalore University, Mangalore, Karnataka in 2001 | | |
| **Training:**  ISO 9001:2008 Internal Audit Training from IMS-Dubai in 2008  **Certification:** | | Areas of Excellence |
| SAP in FICO module from SAPtechE, Mangalore in 2016  SAP in Finance Controlling Module from SAPtechE, Mangalore in 2016  Diploma in Computer Applications in MICE, Manipal in 1998  Soft Skills  **Team Player Problem Solver Analytical**  **Collaborator Communicator Innovator**  Personal Details  Date of Birth: 25th December 1978 Languages Known: English, Hindi and Kannada Address: Kalba, Sharjah, UAE  Nationality: Indian  Marital Status: Married  No. of Dependents: 4  Visa Details: Employment Visa  Driving License Details: UAE & Indian | | |  | | --- | | Accountancy | |  | | Internal Control Review / Audits | |  | | Accounts Payable | |  | | Statutory Compliance | |  | | Letter of Credit | |  | | MIS Reports Preparation | |  | | Taxation | |  | | Audits | |  | | Liaison & Coordination | |  | |
| Career Timeline    Climate Control Co. LLC, Dubai  Binary Technologies, Fujairah  Nov’03-Feb’07  Nov’07-Oct’15  Nov’15-Till Date  Apr’02–Nov’03  Aug’00–Jan’02  Dec’98–Jun’00  Venpat Impex Private Limited, Mangalore  Prabhajith & Company, Udupi  Intercity Developers Private Limited, Mangalore  Accounts Bureau, Udupi, Kaup | | |
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| Work Experience | | |
| **Nov’15-Till Date**  **Binary Technologies, Fujairah as Business Development Officer**  **Nov’07-Oct’15** | | |
| **Climate Control Co. LLC, Dubai as Chief Accountant** | | |
| **Nov’03-Feb’07**  **Venpat Impex Private Limited, Mangalore, India as Accountant**  **Apr’02–Nov’03**  **Intercity Developers Private Limited, Mangalore, India as Accountant**  **Aug’00–Jan’02**  **Prabhajith & Company (UB Ajith Kumar Chartered Accountant), Udupi, India as Audit Assistant**  **Dec’98–Jun’00**  **Accounts Bureau, Kaup, India as Account Assistant**  **Key Result Areas:**   * Identifying New Sales Leads, Pitching products and/or services, maintaining fruitful relationships with existing customers. * Contacting potential clients via email or phone to establish rapport and set up meetings, Planning and overseeing new marketing initiatives & Attending conferences, meetings, and industry events * Managed all books of accounts, entered journal entries and prepared Bank Reconciliation Statements, Trial Balance, Profit & Loss Accounts and Balance Sheets * Developed & reviewed consolidated accurate financial reports on monthly basis * Finalized annual accounts by working independently with the auditors * Collated all the reports, documents and working notes according to IFRS required by the auditors * Monitored revenues & expenditures through monthly cash flow statement preparation * Ensured all transactions of the company are recorded accurately by analyzing the accounts * Maintained progressive invoices & final invoices and followed-up with clients / main contractors for payment * Generated & presented monthly sales & purchase reports based on periodic inventory counts and reconciled books of accounts * Prepared required documents & records to open the letter of credit (L/C & L/G) with bank and negotiated the same * Determined site cash requirement and arrangement of funds * Worked on the Accounts Payables and Receivables * Prepared project wise accounting & project profitability also computation of WIP * Calculated employee monthly salaries, leave salaries & end of service benefits through Payroll Account and transferred through WPS   **Highlights:**  **At Binary Technologies, Fujairah, UAE.**   * Researching the needs of other companies and learning who makes decisions about purchasing & Contacting potential clients via email or phone to establish rapport and set up meetings * Attending conferences, meetings, and industry events & Negotiating and renegotiating by phone, email, and in person * Developing sales goals for the team and ensuring they are met & Training personnel and helping team members develop their skills   **At Climate Control Co. LLC, Dubai, UAE.**   * Coordinated the banks on finance related matters such as L/Cs, T/R, overdraft facilities, bank guarantees, opening A/c for employees and all other daily banking activities * Shared full commentary reports and analysis of company’s financial budget and forecasts with the management * Managed the HR, Administration and IT support functions of the company * Prepared required documents for internal audit as per ISO standards * Monitored all purchase and expense accruals that had aged more than 90 days and ensured timely reversal of over accruals   **At Venpat Impex Private Limited, Mangalore, India**   * Filed monthly returns of Income, Sales & Professional Tax, Provident Funds and ESIC * Maintained records of accounts payable, invoices, purchase orders, petty cash and payroll   **At Intercity Developers Private Limited, Mangalore, India**   * Worked on processing of cheques, data entry, filing and auditing petty cash envelopes   IT Skills  **Accounting Software**: SAP- FICO, QuickBooks, Peachtree and Tally9  **Package**: Advance MS-Excel, Word, PowerPoint & Outlook  **Operating Systems**: Win 10, Win 8.1, Win 7, Vista, XP and Win Vista | | |
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