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|    | **Ashraf Managerial Assignments- Accountancy (SAP FICO)**Books of Accounts/ Financial Statements/ MIS Reports/ Auditing/ Taxation**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
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| 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 2016SAP in Finance Controlling Module from SAPtechE, Mangalore in 2016Diploma in Computer Applications in MICE, Manipal in 1998Soft Skills**Team Player Problem Solver Analytical****Collaborator Communicator Innovator**Personal DetailsDate of Birth: 25th December 1978Languages Known: English, Hindi and KannadaAddress: Kalba, Sharjah, UAENationality: IndianMarital Status: MarriedNo. of Dependents: 4Visa Details: Employment VisaDriving License Details: UAE & Indian  |

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| Accountancy |
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| Internal Control Review / Audits |
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| Accounts Payable |
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| Statutory Compliance |
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| Letter of Credit |
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| MIS Reports Preparation |
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| Taxation |
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| Audits |
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| Liaison & Coordination |
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|  Career TimelineClimate Control Co. LLC, DubaiBinary Technologies, FujairahNov’03-Feb’07Nov’07-Oct’15Nov’15-Till DateApr’02–Nov’03Aug’00–Jan’02Dec’98–Jun’00Venpat Impex Private Limited, MangalorePrabhajith & Company, UdupiIntercity Developers Private Limited, MangaloreAccounts 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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