**Curriculum Vitae**

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| **Name: Anees**  |

**Summary**

A successful professional career spanning over 23 years in management portfolio with one of the distinguished corporate business groups in Saudi Arabia – Zamil Group Holding Company. Having worked under various subsidiary companies of the group in different positions, experienced in facilitating change in workforce to support restructuring initiatives and meet smooth operational objectives with cost effective management.

**Skills & Expertise**

Effective decision making and problem solving skills; excellent communication and interpersonal & leadership skills, excellence in accounts & financial management, cost control & analysis, credit control, inventory management & forecasting, organizational, supervisory, analytical skills, qualified & well experienced in International Financial Reporting Standards IFRS & ISA, profitability & growth oriented, ability to function effectively under pressure & use initiatives in problem solving, computer literate & familiar with typical office applications including MS Office, business oriented & structured, long term commitment, strong team player, experience in using a large ERP system such as SAP or Oracle, ZAKAT filing etc; fluent in English & Arabic good knowledge about international commercial terms (INCOTERMS) along with ability to communicate the tasks, costs, & risks associated with the transportation & delivery of material, customized financial reports modelling, consolidation, procurement management, feasibility studies, investment management with return on investment detailed study, risk management, valuation & due diligence, projects management, financial planning & development, financial & banking facilities, human resources & logistics control.

**Experience**

**Guardian Industries Co. Ltd.**

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| **Title: Finance & AGM 2003 - Present**  |

***Job Responsibilities:***

* Leading, managing and motivating a dynamic full fledge & functional finance team.
* Monthly review & discussion of management financial reports variances against budget.
* Ensure compliance of company policies, practices and accounting standards.
* Ensure timeliness and accuracy in all the types of payables & receivable.
* Conduct and facilitate interim & yearly audit of the financials.
* Ensure that the finance team follows a set of internal control measures and safeguards the financial interest of the company.
* Compliance with the requirement of financial institutions.
* Review tender calculations and make sure that company guideline has been maintained in regard to gross profit margin.
* Working closely within the leadership team to identify opportunities to improve operational performance and drive strategic initiatives through SWOT analysis.
* Effective cash flow management and always maintain healthy balances and avoiding O/D & loans.
* Developing financial reporting systems along with the Management and continually improving process to best practice.

**Zamil Architectural Industries, Dammam, Saudi Arabia**

**Title: Group Finance Manager 2000 – 2003**

Job involved closely working with different high level corporate group executives, conduct in depth consultations to achieve short & long term business & financial goals considering all beneficial aspects. Monitor cliental portfolio review to assist & develop business strategies, organize & represent all board of directors meetings briefing all operational & business aspects, further growth proposals with feasibility reports supported by working capital and internal return on investments etc. During the period, various projects including Ministry of Interior and defence were successfully managed and financed worth over SR 350 million and generated healthy cash flow.

Other responsibilities includes, analysing, strength, weaknesses, opportunities & threats (SWOT) of the organization, manage internal business development, overall supervision of finance and cost control, operations, sales, credit control, purchasing, stores and warehousing, internal auditing and quality control.

**Accomplishments:**

* Shown good track record of consistently combining leadership with sound business practices, to position companies for long term growth, profitability with healthy cash flow.
* Successfully introduced and implemented Oracle based different integrated Enterprise Resource Planning systems without affecting business during implementation process.
* Skilfully and confidently organized, executed and successfully managed mega projects.
* Highly effective in analysing financial, business reports, workflow and communication patterns to enhance effectiveness of team work.
* Always successfully made the organization to run on its own resources, besides paid dividends to the shareholders every year.
* Achieved best market share with closest budgeted financial and forecast targets. Negotiated and secured financial facilities from different banks with lowest possible rates.

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| **Title: Accounts Manager** |  **1996 – 2000** |

**Arabian Desmond Co. Ltd. Dammam, KSA – Metal Industries:**

Financial accounting activities process through Oracle based ERP software AP, AR, purchasing, Inventories, fixed assets cash management and general ledger modules. Established policies & procedures and implemented control measures by applying an integrated system to ensure proper financial controls in addition to introducing a new chart of accounts. Generated daily sales, annual, quarterly and monthly financial statements and performance reviews on key areas using ratio analysis, break even analysis, budget comparisons, trend analysis, variance analysis, liaising with external auditors and finalizing of annual audits, tax assessment and filing of tax returns, focus is also on ensuring that appropriate policies & financial controls are made effective & updated to meet International Accounting Standards, managing a treasury operations, managed monthly cash collections over SR 9 Million a month. Liaise and manage loans and other banking facilities of the company, implemented online & electronic employee payroll payment through ANB & SABB systems having one of joint approval authority of the online payments system. A joint venture between Zamil Group Holding and John Desmond of UK manufacturing industry of stainless steel and brass architectural products mainly balustrades, railings, curtain walls, steel claddings, pipes & sheets besides, automatic doors & windows, cage ladders etc.

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| **Title: Chief Accountant** |  **1990 – 1996** |

**Zamil Gibbs Art Glass Co. Ltd.**:

Joint Venture between Zamil Group Holding and Goddard & Gibbs of UK origin, world famous art & decorative stained glass industry, specialized in architectural stained & decorative glass manufacturing.

**EDUCATION AND QUALIFICATION :**

Academic Qualification: B.com, Finance, Accounts, Commerce.

Other Prof. Academic: CA, Financial Accounting, Financial Management, Auditing, Tax, Business Management & Company Law.

Computer Skills: Well versed with Oracle based software successfully

 implemented ERP without affecting business.

 Good in using Microsoft office, Microsoft Excel, Microsoft word, outlook, power point, Windows.

 Well versed in using various Accounting programs.

 Attitude: Positive attitude which aids in tackling problems and

 successful resolving.

**Other prof. trainings:** Attended seminars on industrial and risks management (Tata International Consultants & Other Corp.) strategic

 Planning, business development & portfolio review.

**PERSONAL INFORMATION:**

Marital Status: Married

Nationality : Indian

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