**Sainudhin**

**Email:** **Sainudhin.321682@2freemail.com**

**Address:** Dubai, UAE, **Visa status – Employment Visa Transferable**

***Professional Profile & Value***

***Cross Functional Expertise***

MBA Finance Qualified accounting professional with 15+ years of experience (in the UAE) with strong understanding of all the aspects of accounting and financial management with proven ability to manage multiple assignments while meeting tight deadlines. Possess reputation as a self-directed professional with excellent problem solving, analytical and communication skills.

Possesses invaluable experience in overall management of account department & finalization of accounts independently; and area of expertise covering a variety of industries from start-up business to financial management and company closures. Hands on experience of providing financial & management reports such as cash flow, budgeting, forecasting, variance analysis & manage annual auditing, and corporate finance.

Proven track record of performing work in an ethical manner while consistently maintaining the integrity of all financial data. Strong relationship building skills and effective collaboration with management, coworkers, vendors and clients. Capable of lead and motivate finance team efficiently.

**PROFESSIONAL CAREER OBJECTIVE**

I am a highly capable senior accounting professional looking for a challenging role as Account manager, financial controller, senior accountant in an industry-leading company. I am eager to use my skills and experience to advance my employer’s bottom line and progress my career in a leadership role.

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| Area of Expertise* Financial statements preparation
* Financial analysis & Interpretation
* Manage Organizational Cash Flow
* Account payable & Accounts receivable
* General ledger & Assets management
* Bank accounts & Facility management
* Liaising with financial institutions
* Banking relations & Exposure to L/C
* Payroll review & Salary process through WPS
* Vendor relations & Customer service
* Credit review & Credit analysis
* Excellent knowledge of internal control
* Visionary leader with minute eye for details
 | * Working capital & Asset management
* Audit schedules preparation & Manage audit
* Complex expense reporting & Reconciliation
* Staff management & Motivation
* Month-end reconciliation & Analysis
* Project costing & Financial planning
* Budget preparation & Forecasting
* Expense control & Cost Reduction
* Variance analysis & Cost analysis
* Fully conversant in Financial accounting
* Microsoft Office, Internet, Tally, Peachtree
* SAP (FICO), QuickBooks, Focus, Excellence.
* Visual Dolphin Accounting.
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| ***Occupational Contour*****ACCOUNTING & FINANCE MANAGER – RLP International, C/o Mada Advertising & Publicity LLC,**  Dubai, U.A.E -  **Jan 2017 to Date) -** ( It is a reputed Advertising & Publishing group with offices in UAE, KSA, Kuwait, France & Lebanon**)**  |
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| **ACCOUNTING & FINANCE MANAGER - The Art Source,** Dubai, U.A.E -  **Feb 2011 – July 2016 - (5 Years & 4 Months)**(It deals with Interior design, Art work consultancy, Production &Framing of Art works & Mirrors for Major Projects)  |

**Responsibilities**

* Overall management of accounting department independently, responsible for entire finances & accounts, preparation of Trial balance, Profit & loss account & Balance sheet &Manage external audit.
* Manage variety of fiscal and accounting functions pertaining to areas such as general accounting, account payable, account receivable, payroll, bank accounts, fixed & current assets.
* Manage day to day business transactions, review of all reconciliations.
* Confirms financial status by monitoring revenue and expenses; coordinating the collection, consolidation and evaluation of financial data; preparing special reports.
* Monitoring the cash inflow and cash outflow; forecast cash flow positions & ensure that sufficient fund is available to meet ongoing operational and capital investment requirements.
* Meet accounting financial objectives by forecasting requirements, preparing budget; scheduling expenditures; analysing variance & initiating corrective actions.
* Report on project profitability to the management & strategically support project cost forecasts/budgets, cost tracking and control.
* Effectively communicate and present the critical financial matters to the management.

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| **CHIEF ACCOUNTANT - H.I.S Travel (U.A.E) L.L C** - Sep 2007 – Nov 2009 (2 Years & 3 Months**)** (It is a Japanese based Hospitality, Travel & Tourism MNC around 280 branches Globally)  |
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| **SENIOR ACCOUNTANT** **Al Qasseer Trading Est**. - U.A.E- Dec 1996 – June 2006( 9 Years & 6 Months)(It deals with Whole sale, Retail, Import & Export of Electrical Equipment’s & Accessories) |

**Responsibilities**

* **Accounts receivables**: - Prepare, verify and process of invoices, preparing receivable statement & reports, maintaining receivable ledger, updating mode of payments, PDC register, daily cash & Cheque deposits to bank, preparing & posting receipts. Following up payments upon due date, recording overdue charges & bad debts.
* **Accounts payables:** - Receive & verify invoices, reconcile vendor statement, ensure timely payments to vendor, maintaining payable register & reports, preparing Cheque, payment through net banking, correspond with vendor regarding payment discrimination.
* **General ledger**: - Establish, maintain and reconcile general ledger.
* **Payrolls**:-preparing monthly hour’s summary includes calculation of basic pay, over time & preparing monthly salary statement. Salary transfer to bank through WPS system.
* **Banking**: - Dealing with relationship manager, customer service regarding daily transaction, arranging transfer of funds internal & external through internet banking, monthly reconciliation of bank ledgers; review and approval of petty cash.
* **Inventory Control**: - Conducting & supervising physical stock checking on quarterly basis as per the requirements for presentation of reports to the management & ensure inventory reconciliation.
* **Cash flow statement**: - Preparing cash flow statement, coordinating with Finance manager to arrange sufficient funds required for daily transaction.
* **Gratuity**: - Calculating gratuity as per law, making provision for gratuity & staff benefits.
* **Intercompany accounts**: - Ensure balances and sub ledgers are reconciled and confirmed monthly.
* **Fixed Assets**: - Maintaining fixed assets ledger, posting entries relating additions & deletions & calculation depreciation accordingly.
* **Finalisation**: - Preparing Trial Balance, Profit & Loss account & Balance sheet after incorporating all necessary closing entries like provisions, depreciations, work in progress, deferred income etc.
* **Audit**: - Preparing all necessary schedules and manage internal & external audit, submission of audited financial report to head office twice a year.

**MBA Finance**

***Academic Qualification & Training***

Periyar University, Tamil Nadu, India  **2009 - 2011**

**B.Com 1991 - 1994**

Calicut University, Kerala, India

**ADCFA (Advanced Diploma in Computerized Financial Accountancy) July 2006 – Nov 2006**

ITDF, Pattambi, registered study Centre with Govt. of Kerala, India

**Post Graduate Diploma in Computer Applications & Financial Management Sep 1994 – Aug 1995**

National Institute of Computer Technology (NICT), Ottapalam, India

**SAP (FICO) Aug 2013**

Oscar Cultural Institute, Dubai

***Others:***

Attend **Certificate course in Psychological counseling**

Family wellness Centre, (under Calicut University) Palakkad, Kerala, India

***IT Skills***

**Office tools:** MS Office –Word, Excel, Power point & Internet

**Softwares:** Peachtree, Tally, QuickBooks, DacEasy, Excellence, Focus & Visual Dolphin

***Strengths***

* Fully conversant with computerised and manual accounting procedure including setting up of account department to finalisation of account independently.
* Self-motivated, energetic, broad experience working in diverse business environments that demand strong organisational and interpersonal skills. Ability to interact with cross functional departments with high degree of professionalism.
* Have excellent time management skills and can meet the deadlines without compromising on quality & excellent communication and interpersonal skills.
* Quick to grasp new ideas and concepts, and to develop innovative and creative solutions to problems.
* Natural team player with excellent team building and leadership abilities.
* Exceptional communicator with an exceptional problem solving abilities and keen need assessment aptitude.
* Possess strong commitment to team environment dynamics with the ability to contribute expertise and follow leadership directives at appropriate times

***Personal Profile***

**Date of Birth :** 10th April 1972

**Nationality :** Indian

**Gender :** Male

**Marital Status :** Married

**Religion :** Muslim

**Languages :** English, Malayalam, Tamil, Arabic & Hindi.

**Driving License :** Valid UAE & India Driving License

**References :** Could be provide upon request