

**ANIS**

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PROFILE

**A Meticulous, result-oriented, dependable professional with extensive experience in the State of Kuwait in Administrative and Accounting jobs at a major Investment Authority and Investment Companies. Technically proficient in MS Excel / Word, excellent communicator, strong team-working and multi-tasking skills, successfully completes projects within time & budget constraints supported by a flawless record of maintaining confidentiality with a flexible attitude and adaptability for almost all kinds of job situations and working environments. By hiring me, you will add a very valuable asset to your group - a self-motivated individual driven to producing results.**

PROFESSIONAL EXPERIENCE

SMART LOOK MOBILE CENTER - (January 2013 – May 2016)

**ACCOUNTANT**

* *Provide support to supervisors and staff to develop the skills and capabilities of staff.*
* *Provide advice and assistance when conducting staff performance evaluations*
* *Identify training and development opportunities and Provide staff orientations*
* *Monitor staff performance and attendance activities. Investigate & understand causes for staff absences with Recommended solutions to resolve chronic attendance difficulties.*
* ***Monitor scheduled absences such as holidays or travel and coordinate actions to ensure the staff absence has been adequately covered off to ensure continuity of services.***
* ***Inform affected staff or residents of unexpected absences from work and coordinate actions ensuring the continuity of services such as cancellation of events and locating keys.***
* ***Coordinate staff recruitment and selection process in order to ensure a timely organized and comprehensive procedure is used to hire staff. And Participate in applicant interviews***
* ***Advise supervisor and staff regarding proper procedures and guidelines. Ensures all appropriate staff is updated regarding pertinent policy/procedure changes either by oral communication or by circulating or posting relevant memoranda and administrative decisions.***
* ***Arrange for the repairs of computers and other office equipment and assist with organizing staff to carry out work due periods of equipment shutdowns***
* ***Preparing Staff Payrolls & disbursement of Salaries and Yearly Incentives and Increments’.***
* ***Maintenance of Petty Cash.***
* ***Reads and screens in-coming mail; attaches appropriate background information to correspondence before passing to the supervisor.***
* ***Safekeeping and maintain all Staff Personnel Files.***
* ***Performing Other Duties As-And-When required by the Management.***

AL-IMTIAZ INVESTMENT GROUP - (October 2007 – November 2012)

**OFFICER – OPERATIONS & SETTLEMENT**

* CLIENT RELATIONSHIP MANAGEMENT:-
* *Scrutinize and Authenticate the Client Relationship Management (CRM) details.*
* *Enter and Update the Client Information in the System.*
* *Provide excellent customer service in order to build and maintain strong relationship with Clients.*
* *Ensure Client complaints are handled and resolved accurately and quickly.*
* *Compile Reports from the CRM to the Management As-And-When required.*
* ASSET UNDER MANAGEMENT:-
* ***Opening Bank Accounts For The Funds (Investment, Money Market & Real Estate).***
* ***Managing the Funds. (Subscription and Redemption).***
* ***Making relevant entries in the system for the Funds. (Subscription and Redemption).***
* ***Confirmation of Client’s Money Transfer Receipt.***
* ***Coordinating with the Custodian of the Fund/Investment.***
* ***Forwarding the required documents to the Custodian for Action and Safe-keeping.***
* ***Tracking records of different Investments in the Funds.***
* ***Tracking Revaluation, Cash Distribution, and Dividend’s of the Fund’s Investments.***
* ***Calculation and Confirmation of the Net Asset Value (NAV) for designated Funds on a Weekly, Monthly & Quarterly basis. (Investment, Money Market & Real Estate) with the coordination of the Custodian and Financial Control.***
* ***Declaration of Cash Distribution, Dividend to the Client.***
* ***Distribution of Returns on Investment/Funds to the Client.***
* ***Ensure that all the funds under the company management are in compliance with their respective Article of Association.***
* ***Reconciliation of Payables and Receivables account.***
* ***Follow up for settlement of Outstanding Amounts.***
* ***Coordinate with IT department for updating, integration and performing the essential tests for effective running of the System.***
* ***Reconciliation of Bank Accounts for various Funds (Investment, Money Market & Real Estate).***
* ***Preparation and Sending of Monthly Position Reports to the Clients.***
* ***Maintaining Up-To-Date Client Information in the System.***
* DIRECT INVESTMENT:-
* ***Handling Settlement of Direct Investments of the Company.***
* ***Maintaining Portfolios, Subsidiaries and Associates of the Company.***
* ***Updating the Portfolios with respect to Cash Distribution, Bonus Shares, Revaluation, Capital Increase/Decrease etc.***
* ***Reconciliation of the Portfolio Accounts with Bank and System.***
* ***Making the relevant entries in the System.***
* ***Preparing Reports related to the different Investment.***
* ***Managing all works related to settlement on clients Local and International Portfolios.***
* ***Updating Investment Records regularly.***
* ***Responding to the inquiries of various Fund Managers, Fund Investors, etc. on daily basis. Liaising with different departments and follow up on incomplete information furnished in the Pay/Receive documentation. As well as Liaises with other Al-Imtiaz Investment Co. offices and staff to follow up and expedite processing of requests as well as to follow up deadlines and action items and to compile or exchange information.***
* ***Provide Management with information and data whenever required.***
* ***Taking part in the establishment of New Companies by Al-Imtiaz Investment Company like receiving applications and after thorough scrutiny, entering the same in the Under-Writing System provided for such new establishments.***
* ***Develop workable implementation plans; Communicate changes effectively; Build commitment and overcome resistance; Prepare and support those affected by change; Monitor transition and evaluate results.***
* ***Act as a credible role model to junior staff with strong coaching and feedback skills.***
* ***Performing Other Duties As-And-When required by the Management.***

KUWAIT INVESTMENT AUTHORITY {KIA} - (September 1998 – September 2007)

**ASSISTANT ACCOUNTANT**

* ***Handling Direct Portfolios along with KIO and the Pan-European Portfolios – Preparing the J.V. and inputting them in the required Accounting System.***
* ***Working on the Investment Accounting Package (ISS) Investment Support System to enter the Money-Market deals and Foreign Exchange deals done on behalf of the State of Kuwait.***
* ***Working on the DREAM Accounting System to enter the respective accounting entries relating to the portfolios.***
* ***Well-versed in the Settlement Functions of processing the instructions (Pay and Receipt) of different Investment Departments within the Authority and also experienced with SWIFT – the electronic secured mode of payments.***
* ***Treasury support operations like preparation of statement of daily Bank and Cash Position of local & foreign banks for various currencies.***
* ***Making deal with Foreign Banks & Reimbursement of Bank Accounts.***
* ***FX Deal accounting entry & confirm the deals back to respective banks.***
* ***Prepare and forward tracers on unconfirmed deals***
* ***Initiating correspondence for delayed receipt of funds and to maintain statistical data for the follow up done and the general review of our Nostro Banks.***
* ***Liaising with different departments and follow up on incomplete information furnished in the Pay/Receive documentation. As well as Liaises with other KIA offices and staff to follow up and expedite processing of requests for resources including manpower, equipment, supplies as well as to follow up deadlines and action items and to compile or exchange information.***
* ***Advise supervisor and staff regarding proper procedures and guidelines. Ensures all appropriate staff is updated regarding pertinent policy/procedure changes either by oral communication or by circulating or posting relevant memoranda and administrative decisions.***
* ***May compile information from files or by liaising with other staff members, draft and type routine reports such as progress reports or statistical reports.***
* ***Provide Management with information and data whenever required.***

KUWAIT INSTITUTE FOR SCIENTIFIC RESEARCH {KISR} - (October 1995 – August 1998)

**SENIOR ADMINISTRATIVE ASSISTANT**

* ***Maintain Department Manager’s daily schedule and support it with the required material.***
* ***Receives visitors, determines nature of visit and advises concerned supervisors.***
* ***Type’s pre-proposals/proposals; project/technical reports especially with mathematical notations developed in the department and to do the follow-up for their timely submission.***
* ***Help the project Leader/Task Leader to prepare presentation material related to pre-proposal/proposal; project/technical report.***
* ***Preparation of the Departmental Budget.***
* ***Preparation/monitor staff vacations, travels and consulting expenditure.***
* ***Reads and screens in-coming mail; attaches appropriate background information to correspondence before passing to the supervisor.***
* ***Maintain Petty Cash and arrange for emergency purchases.***
* ***Acquires and maintains updated knowledge of operating policies and procedures pertaining to assigned unit and of procedures pertaining to KISR service units. Advise supervisor and staff regarding proper procedures and guidelines. Ensures all appropriate staff is updated regarding pertinent policy/procedure changes either by oral communication or by circulating or posting relevant memoranda and administrative decisions.***
* ***Liaises with other KISR offices and staff to follow up and expedite processing of requests for resources including manpower, equipment, supplies and petty cash as well as to follow up deadlines and action items and to compile or exchange information.***
* ***May compile information from files or by liaising with other staff members, draft and type routine reports such as progress reports or statistical reports.***
* ***Composes and types correspondence from notes or oral briefings.***
* ***Arrange Department/Division Staff Meetings, attends as requested and takes minutes.***
* ***Carries out other similar or related duties such as maintaining stock of office supplies; ensuring good office housekeeping and photocopying.***
* ***Collection of WTR, checking of Account numbers, and feeding the data in the system especially designed for entering WTR.***

INTERNATIONAL FINANCIAL ADVISERS {IFA} - (January 1993 – September 1995)

**ADMINISTRATION CLERK/TELEX-OPERATOR**

* ***Maintain Assistant General Manager’s daily schedule and support it with the required material.***
* ***Prepare and follow-up all the financial matters with the Central Bank of Kuwait, Kuwait Investment Authority and the Gulf Insurance Company.***
* ***Providing Management with information and data as and when required.***
* ***Prepare and send Tested telex by Test-Keys for payments to different Banks/Companies (International/Local)***
* ***Maintain record of all Tested Telex’s (Incoming/Outgoing).***
* ***Perform all the necessary administrative duties.***
* ***Preparing Staff Payrolls & disbursement of Salaries and Yearly Incentives and Increments’.***
* ***Maintenance of Petty Cash.***
* ***Coordinating Staff Insurance Claims with Insurance Company and their timely Disbursement.***
* ***Safekeeping and maintain all Staff Personnel Files.***

REGIONAL ORGANIZATION FOR THE PROTECTION OF MARINE ENVIRONMENT {ROPME} - **(August 1991 – September 1992)**

**ACCOUNTANT**

* ***Prepare all Financial Statements of the Organization.***
* ***Preparation of Balance Sheet & Profit and Loss A/c.***
* ***Computerized Account Recording.***
* ***Preparation of Bills and maintenance of Accounts.***
* ***Reconciliation of statement.***
* ***Providing management information and data.***
* ***Maintenance of Inventory and generating various item movements report.***
* ***Preparing periodical budgets.***
* ***Preparing Staff Payrolls & disbursement of Salaries.***
* ***Maintenance of Petty Cash.***

EDUCATION

UNIVERSITY OF BOMBAY, INDIA

*Bachelor of Commerce in Budgeting and Advanced Accounts & Audit*

CENTRAL BOARD OF SECONDARY EDUCATION, NEW DELHI – INDIA

(Appeared through the New Indian School – Jabriya – Kuwait)

*Higher Secondary School Certificate*

CENTRAL BOARD OF SECONDARY EDUCATION, NEW DELHI – INDIA

(Appeared through the New Indian School – Jabriya – Kuwait)

*Secondary School Certificate*

Other Skills:-

* ***Excellent working knowledge of*** **SWIFT** ***(Secure mode of payment).***
* **Watermark version 3.0 *Image Management System and* Filenet Panagon *Document Management System.***
* ***Preparation of Test Keys and Telex.***
* ***Excellent working knowledge in*** **Marsoft** ***Asset Management System.***
* ***Excellent working knowledge in*** **Burgan** ***National Information System. (Funds and Portfolios)***

TRAINING:-

* ***Diploma In Computer Management (Word Processing, Lotus 1-2-3. And DBASE III Plus).***
* ***MS-Excel (Advanced) 7 - 11 February 1998 (In-House) From Kuwait Institute For Scientific Research – Kuwait.***
* ***S.W.I.F.T. Banking Applications – “Payments and Cash Management Cheque’s Processing and Clean Collections”. 20 - 23 April 2002 from EBLA Training – Kuwait.***
* ***Anti-Money Laundering (CBK Directives) 17 February 2009 (In-House) From Al-Imtiaz Investment Group – Kuwait.***
* ***Advantages of Safety in Work-Place 15 - 16 March 2011 (In-House) From Al-Imtiaz Investment Group – Kuwait.***
* ***Investment Sales Workshop 6 June 2012 from AAIM International for Training and Development – Kuwait.***

PERSONAL DETAILS

DATE & PLACE OF BIRTH : 4TH APRIL 1971 - KUWAIT

MARITAL STATUS : MARRIED

RELIGION : ISLAM

LANGUAGES KNOWN : ENGLISH, ARABIC

STRENGTHS **:** EFFECTIVE COMMUNICATION & COORDINATION SKILLS.

WELL VERSED WITH OPERATION, ACCOUNTS AND ADMINISTRATIVE FUNCTIONS.

ABILITY TO LEAD GOAL ORIENTED TEAM.

QUICK LEARNING ABILITY AND “CAN DO” ATTITUDE.

ACTIVITIES / INTEREST : A PASSIONATE READER AND LISTENER, INTERESTED IN MUSIC AND POETRY.