**ABDULLAH**

**Abdullah.338291@2freemail.com**

An accomplished & knowledgeable professional aiming for assignments in **Financial Management / Accounting Operations** with an organization of high repute

Location Preference: UAE/ KSA/ Oman

|  |  |
| --- | --- |
| **SKILLS SET** | **PROFILE SUMMARY** |
| **Financial Management****Internal Auditing** **Accounts Management****General Administration****Cash Flow Management****MIS Reporting****Asset Valuation****Budgeting & Variance Analysis****Profit & Loss****Reconciliation****Strategy planning****Client Relationship** **Training & Development** | * A competent professional with over 13 years of experience in Finance & Accounting, Auditing, Budgeting, Cash flows, Bank reconciliation, Profit & Loss and Administration
* Demonstrated abilities in completing financial assignments within budget and calendar schedules
* Proficient in supervising all business activities including providing technical inputs for implementing better business practices
* Skilled in handling and maintaining highly confidential and sensitive information
* Proficient in summarizing current financial status by collecting information; preparing balance sheet, profit & loss statement, variance reports, reconciliation and other reports
* Preparing, examining & analyzing accounting records, financial statements & other financial reports to assess accuracy, completeness and conformance to reporting & procedural standards
* Managing finance functions involving determining financial objectives and designing & implementing policies & procedures to facilitate internal financial & process controls and effective decision-making
* Reconciling financial discrepancies by collecting and analyzing account information
* Maintaining accounting controls by preparing and recommending policies & procedures
* Adept in daily payroll, general ledger and final balance sheet entries
* Experienced in managing monthly revenue accounting and reconciliation coupled with the ability to rapidly learn new systems and procedures
* Developing strategy and ensuring that the team members have the necessary education and training to accomplish exceptional performance
* Creating and sustaining a dynamic environment that fosters development opportunities and motivates high performance amongst team members
* An effective communicator with good analytical, leadership, interpersonal, planning and problem solving skills
 |

**CORE COMPETENCIES**

* Looking after end-to-end management of finance and accounts department as per schedule and ensuring timely completion & delivery of work to management
* Investigating and solving customers' problems, which may be complex or long-standing problems
* Monitoring progress as per scheduled deadlines for various tasks and taking necessary steps to ensure completion within time, cost and effort parameters
* Ensuring that all activities are carried out as per the requirements of organizational policies
* Handling a wide spectrum of finance & accounts activities encompassing finalization of accounts, cash flow management, etc.
* Excellence in managing cash flows and ensuring that funds are arranged in the most cost effective manner ensuring no shortage of cash in hand
* Undertaking audits, involving examination of the organization’s accounts, analyzing risk, inspecting organization’s current practices, investigating any financial irregularities and recommending improvements
* Developing, maintaining & analyzing budgets; preparing periodic reports that compare budgeted costs to actual costs
* Investigating complex financial transactions and preparing reports summarizing findings
* Reviewing, implementing and adapting new and existing financial systems and controls
* Liaising with clients (individuals or businesses) or non-financial members of staff and providing financial information & advice
* Liaising with internal and external auditors and dealing with any financial irregularities as they arise
* Preparing financial statements, including monthly and annual accounts
* Analyzing business operations, trends, costs, revenues, financial commitments & obligations to project future revenues and expenses or to provide advice
* Driving initiatives in the team and organizationally that contribute to long-term operational excellence
* Achievement oriented professional with excellent people management skills and an ability to manage change with ease

**KEY ACCOMPLISHMENTS ACROSS TENURE**

* Got Three Promotions in Govt. organization in India for my Extra-ordinary performance and reached the position of Finance Manager Assistant in a Big Govt. Organization as a contract employee
* Managed more than 90% MSs under the Budget level as a Dist. Micro Finance Leader
* Settled the All Advances of MSs, as a Dist. Micro Finance Leader
* Settled the suppliers payments by maintaining cash inflows accurately and collected the receivables more than 80% by regular follow-up
* Settled the Inter Company reconciliations which were pending since 6months
* Trained my juniors for effective team work and co-ordination
* Achieved more than the 20% of sales target, With the cooperation of sales department

**WORK EXPERIENCE**

#### October'2014 – Till Date: Texture Properties & Shipping

#### Role: Accounts Manager

**Accomplishments:**

* Verifying Tally & E-freight Suite (ERP) packages
* Generation of Monthly, Quarterly and Annual and Final Reports (MIS, BS, P&L)
* Preparation of Budget reports and variance reports consolidated
* Follow up the Credit control department
* Preparation and Consolidation of company wise I & E statements
* Management of cash in a proper way by following the cash inflows
* Verifying the bank Reconciliation statements and inter-company Reconciliation
* Maintaining the Accounts of Different currencies ( Foreign Exchange Entries)
* Verifying the Total Cash Books every month and invoices for both companies
* Verifying the commission statements of Agents & Distributing commission to agents & and o/s agents
* Reporting to the General Manager & Attending the Review Meetings of Managements
* Maintaining the customer relation regarding finance matters
* Preparation of end service reports and salaries statements settlement of salary advances

#### Sep'2013 – Aug'2013 : Argon Global WLL. (Group of Companies) , Doha, Qatar

#### Role: Sr. Accounts Officer

**Accomplishments:**

* Prepared Funds & Cash flow statements for Management
* Prepared Monthly, Quarterly and Annual and Final Reports (MIS, BS, P&L)
* Managed Budget reports and variance reports consolidated and Out-let wise to analyze the profitability of each outlet
* Followed up the Creditors and Maintain the Debtor
* Prepared the Aged Receivables Statement and follow up of Receivables
* Prepared Project wise I & E statements
* Management of cash in a proper way by following the cash inflows
* Verified the bank Reconciliation statements and inter departmental Reconciliation
* Checked the transactions in True POS ERP Accounting package online of all 15 Out lets and stores
* Verified the Total Cash Books every month
* Verified the invoices for the projects
* Followed-up for settlement of Advances
* Made adjustments for the Advances
* Prepared LC & LTR for suppliers of abroad
* Reported to the FM & General Manager
* Attended the Review Meetings of Managements

#### Sep'2009 – Aug'2013: APRPRP-IKP-WARANGAL Telangana. INDIA (Govt.)

#### Growth Path: Jun'2011 to Aug'2013 as Finance Manager Asst. & CFMS Operator

####  Sep'2009 to May'2011 as Dist. Micro Finance Group Leader

**Accomplishments:**

*As Finance Manager Asst. & CFMS Operator*

* Prepared Monthly Expenditure Report**,** Advance Outstanding Report**,** Budget for Quarterly Half yearly Annually, budget variance Reports, Explanations for the variations**,** Funds Flow statements Manually in Excel, MS wise budgets and Cost Analysis and Surplus budget requisitions etc.
* Verified all Entries in Accounting Packages all MSsandTotal Cash Books every month
* Prepared Ageing Advances Report
* Coordinated H.O. in all issues
* Followed-up for settlement of Advances
* Assisted the Finance manager in all issuesand made adjustments for the Advances in software
* Managed Office work (Letters, Excel Statements, Power Point Presentations for meetings)

*As Dist. Micro Finance Group Leader:*

* Audited the Mandala Samakhya Accounts and prepared final accounts for statutory audit
* Facilitated Trainings to the MS Accountants on final accounts preparation
* Prepared MS wise budgets and Cost Analysis and Surplus budget requisitions etc.,
* Managed Selection and Trainings to MS Accountants
* Attended MS General Body Meetings and coordinated with H.O. in all issues of MS
* Checked the Receipts & Payments in Accounting Package
* Handled Finalization of all Mandals Accounts and Head Office
* Forwarded the all Service Related issues to concern and followed-up for settlement of Advances
* Assisted the Finance manager in all issues of MS and monitored DMGs Team

**PREVIOUS WORK EXPERIENCE**

#### Mar'2007 – Jun'2009: Qatar Co (Construction Co.) Doha, Qatar

#### Role: Accountant

#### Jan'2004 – Feb'2007: APRPRP-IKP-WARANGAL TELANGANA. INDIA

#### Role: Account Assistant

#### Sep'2002 – Dec'2003: Madhava Constructions (Construction co.)

#### Role: Accountant

**EDUCATION**

* PG Diploma in Management from Kakathiya University, Telangana, India (Spl. of Finance) in 2010
* Master Of Commerce from Kakathiya University, Telangana, India (Specialization in Higher Accountancy, Costing) in 2001

**IT SKILLS**

* MS Office
* Type writing Lower (30 w.p.m)
* Tally
* Focus
* PeachTree
* True POs
* Internet Applications

**PERSONAL DETAILS**

* Date of Birth:31 May 1977
* Permanent Address: Dubai, UAE
* Language Known: English, ,Hindi, Urdu, Telugu

\*\*\*\* References Available on Request\*\*\*\*