

**Ali**

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**Dubai, UAE**

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**BRIEF PROFILE**

Commerce Post Graduate with**10 plus years UAE** experience in handling **inventory**accounting, **Project cost**accounting,**Payroll**Processing and Management of Payables and Receivables.My responsibilities include preliminary **budgeting**, fundforecasting, **cash flow** management, **Fixed Assets**Schedules,**Finalization of books**and coordinate **statutory auditing**. Provide periodic **Management & Financial reports**. **Reconciliation**of business partners’ accounts. Appointed as Primary point of contact with bank. High computer literacy and proficient in **Tally ERP** andMs Office**(Ms- Excel)**and actively participated in implementation of **SAP business one ERP**system.

**ACADEMIC QUALIFICATION**

* **Master of Commerce University of Calicut**
* **Bachelor of Commerce University of Calicut**

**PROFESSIONAL OBJECTIVE**

To seek a challenging position in the field of Finance & Accounts offering responsibility and a rewarding experience with a reputed organization and having an environment which provides ample support for further development.

**EXCELLENCE SPHERE AND ACHIEVEMENTS**

* *Finance & Accounts.*
* *Financial Accounting & Reporting.*
* *Management Accounting.*
* *Financial Analysis & Costing.*
* *MIS Management.*
* *Auditing & Statutory Compliance.*
* *Cash Flow Management.*
* *Payroll Management.*
* *Internal controls.*
* *Strategic Planning & Execution.*
* *General Administration.*

**PROFESSIONAL EXPERIENCE**

**M/s. SMART BOX INDUSTRIES LLC, , Dubai, UAE (*Pre modular structural Engineering)***

Worked as**CHIEF ACCOUNTANT**reporting to Group CFO. **(October 2012 to March 2016)**

***Job Description and achievements***

* Achieved zero bad debt through proper Receivables Management. Constructive and vigorous relation with vendors through smart accounts payable tactics.
* Controlled project wise budget variance to minimum through monitoring actual and estimated figures. It has made inventory, labour and contract cost control tools more effective.
* Policies and procedures are strictly followed to ensure accuracy and applicability of financial data. My recommendations are sought for budget, fund flow, performance review, HR scenarios.
* Preparation of preliminary Budget workings & forecasts in consultation with various departments.
* Regular reporting to C F O on Liquidity Positions, Performance Review, Job wise Profitability and other finance and accounts related matters.
* Ensured healthy relation with customers and vendors with proper management of Receivables and Payables.
* Labour cost budgeting and monitoring through job wise man hour allocation and project wise labour cost, OT etc.
* Coordinate with HR Dept. to verify leave records, deductions, airfare allowance, sales incentive etc and incorporate same in payroll.
* Preparation of staff monthly payroll, leave dues & terminal benefits (EOS) for workers.  Disbursal of staff dues through various modes like WPS, bank transfer etc.
* Manage payment Runs.
* Manage the fixed assets registers in order to ensure the accounting treatment of fixed assets is in line with Group policy.
* Organize daily, weekly and monthly accounting tasks and activities including scheduling month end jobs, system Accruals, processing/posting various accounting entries.
* Reviewing reconciliation of all Trial Balance Accounts including bank, inter-company and business partners’ account reconciliation.
* Coordinate with Statutory auditors and organise the year end auditing program.
* Brief draft audit report to management and pass post-closing entries prior to finalise audit report.
* Designated as Primary Point of Contact with all related banks.

**M/s. IAL CONTAINER LINE (UK) LTD., Dubai, UAE (*Operation H Q for Liner Shipping Agents)***

Worked as**ACCOUNTS & HR EXECUTIVE,**reporting to Accounts Manager & HR Manager. (**September 2008 to September 2012)**

***Job Description***

* Update and monitor revenue records as per FVCRs, Manifests and rate approvals.*I have introduced method of applying Ms Excel function for this and reduced processing time remarkably.*
* Verify approval of slot rate, THC recovery, etc and ensure all services are provided at approved rate.
* Coordinate with Operations Dept to ensure proper recording of slot, THC and other cost elements on each teu handled.
* Authenticate Weekly Detention Report through verification of WDR against Tariffs and Period.
* Consolidation of Container related Cost and Revenue data and monitor budget variances.
* Processing Payables and Receivables schedules.

***HR Executive***

* Process Leave requests, calculation of Leave eligibility and maintenance of leave records.
* Maintenance of HR database of all employees with all required information.
* Prepare Leave settlement for annual vacation. Prepare Full and final settlement on completion of employment.

**M/s. AHMED ABDULLA AHMED ABDUL REHMAN CONT. EST., Dubai, UAE(Civil Engineering)**

Worked as**ACCOUNTANT**reporting to General Manager **(February 2006 to September 2008)**

*J****ob Description***

* Accurate and Timely maintenance of books of account.
* Dealing online with DEWA ,Dubai Municipality to facilitate various services and certificates
* Prepare monthly expenses analysis spreadsheets to inform management of cost apportionment and job cost of each project.
* Maintain effective control over Accounts Payable & Receivable.
* Prepare monthly reports for management.

**M/s. JAY BEES COLLEGE, KERALA, INDIA (Educational Institution)**

Worked as**ACCOUNTS ASSISTANT**reporting to Chief Accountant**(June 2004 TO December 2005)**

***JOB Description***

* Accurate and Timely maintenance of books of account.
* Update Students’ record with all required information.
* Processing Staff Muster and preparation of monthly pay slips of staff.
* Maintain effective control over Debtors & Creditors.
* Support management in organizing extra curricular activities.

**TECHNICAL PROFICIENCY**

* Certificate in Computerised Financial Accounting ((Tally .ERP, Peachtree)
* Certificate in Computer Application
* Proficient with MS-Office suit. (Ms Excel)
* Actively participated in SAP Business One implementation in Smart Box Ind.
* Fluent in English, Hindi and Malayalam, Moderate hand on Arabic and Tamil.

**PERSONAL DETAILS**

Date of Birth - June 15, 1979

Marital Status - Married

Nationality - Indian

Visa Status - Visit Visa