**ANWAR**

Curriculum Vitae

**FINANCE**

**PROFESSIONAL**



**ANWAR**

**Anwar.350403@2freemail.com**

**EXECUTIVE PROFILE**

**Senior Accounts Assistant**

**Accounts Payable | Accounts Receivable | Invoicing**

**SNAPSHORT:** Performance-driven professional with, Bachelor of Economics with over 12 years of qualitative experience as Senior Accounts Assistant with Emirates Flight Catering LLC, Dubai, involve in all financial and accounting functions and activities.

**OBJECTIVE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

A knowledge seeker, keen to maximize own professional value by learning and committing to full-time employment engagements. First-rate communicator, self-regulating worker. Acknowledged for capacity to meet deadlines, "get the numbers right," resolve persistent problems, and conceive cost and efficiency improvements for the financial well-being of business.

**EXPERIENCE SYNOPSIS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* **LINENCRAFT, BR. OF EMIRATES FLIGHT CATERING CO. L.L.C**

Linencraft caters to an industry that demands high laundering and dry-cleaning standards and excellence. It is an ultra-modern state-of-the-art industrial laundry facility; spread over 12,500m2 at the Dubai Investments Park. The technologically advanced facility and comprehensive processes combined with

procedures and a fully experienced team ensures that services and quality standards are never compromised.

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| **POSITION** | **: senior accounts assistant (Invoicing & AR)** |
| **DURATION** | **:** | **June 2014 – august 2016** |

 **principle accountabilities**

* Ensure the invoices issued to customers are verified against properly supported documents before posting it to ledgers.

* Sales update in ERP.
* Calculation of discounts, if any.
* Preparation of statement of accounts, receipt entry, payment matching
* Timely payment follow-up
* Escalate the payment delay cases to finance management
* Provide statistical information pertains to Sales & Revenue

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* **EMIRATES FLIGHT CATERING CO. L.L.C**

Emirates Flight Catering operating on a 24x7 cycle, based in Dubai International Airport is one of the busiest

in-flight catering kitchens in Middle East catering to over 100 airline customers.

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| **POSITION** | **: accounts assistant (accounts payable)** |
| **DURATION** | **:** | **June 2004 – May 2014** |



**job purpose**

Ensure to maintain systematic controls to recheck arithmetical accuracy on all validated, approved accounting documentations that are to be recorded in the system with appropriate audit trail to track down respective actual, budget and historic details.

**principle accountabilities**

* The key accountability is to release foreign supplier’s payments thru Wire transfers, Letter of Credits and Cash against documents
* Letter of Credit establishment
* Monitor Foreign Supplier’s Bank Guarantees – make sure the receipt of goods in warehouse before the expiry date of Bank Guarantees
* Release payment for an average 100 Foreign Suppliers every month with an approximate value of AED 10 Million.
* Reconciliation of supplier statements of account
* Forecast monthly and weekly foreign supplier’s payment schedule in order to enable treasury Dept. to maintain appropriate cash flow.
* Monthly aging of foreign supplier payment register for management disclosure
* Prepare and maintain landed costing for all imported goods to monitor purchase price variance and notify costing department.
* Monitor and accounting of shipment clearing invoices
* Submission of consolidated monthly Marine Declaration Statement to Insurance Department
* Respond to Audit queries
* Maintain working files neatly in a proper way
* Reconciliation of ledger accounts with various statements and reports

**educational qualification\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* Bachelor of Arts (Economics) Passed from Mahatma Gandhi University, Kerala, year 2000
* Higher Secondary Examination passed, year 1997

**computers**

* ERP (JDE) accounting package
* Microsoft MS office tools – Excel, word, Power point

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**training attended**

* Elementary Food Hygiene
* Fire & Safety
* Train the trainer
* Business writing development
* Email Etiquette
* Enhanced Customer Experience

**strong points**

* Honest, hardworking & Quick learner
* Self-motivated, ambitious, and innovative
* Healthy, flexible and eager to succeed.
* Good Communication Skill and time management
* Positive thinking and good team player
* Have good sense of humour and pleasant by nature
* Strong organizing skills & a team player who really does enjoy the challenges

**Personal Profile**

Date of Birth : 26th October, 1979

Age : 37 years

Gender : Male

Marital Status : Married

Nationality : Indian

Languages Known : English, Hindi, and Malayalam

**Passport details**

Place of Issue : Dubai

Date of Issue : 11.08.2010

Date of Expiry : 10.08.2020

Visa Status : On visit visa

 Visa expiry : 01.06.2017

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I do here by declare that all the information stated above is true to the best of my knowledge and belief



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|  |  |
| Dubai |  |

**NB: Reference can be provided upon demand.**

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