# moosa1

# Moosa

# Moosa.352219@2freemail.com

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| *RESPONSIBILITIES* |
| **Key Responsibilities as Financial Manager** * providing and interpreting financial information
* monitoring and interpreting cash flows and predicting future trends
* formulating strategic and long-term business plans
* analyzing change and advising accordingly
* researching and reporting on factors influencing business performance
* analyzing competitors and market trends
* developing financial management mechanisms that minimize financial risk
* conducting reviews and evaluations for cost-reduction opportunities
* managing a company's financial accounting, monitoring and reporting systems
* liaising with auditors to ensure annual monitoring is carried out
* developing external relationships with appropriate contacts, e.g.
* auditors, solicitors, bankers and statutory organizations such as the Inland Revenue
* producing accurate financial reports to specific deadlines
* managing budgets
* Evaluate financial reporting systems, accounting and collection procedures, and investment activities, and make recommendations for changes to procedures, operating systems, budgets, and other financial control functions
* Establish procedures for custody and control of assets, records, loan collateral, and securities, in order to ensure safekeeping
* arranging new sources of finance for a company's debt facilities
* keeping abreast of changes in financial regulations and legislation
* handling of the company’s shares register and liaison with ADX and SCA and execution of BOD decisions regarding payment of dividends and bonus shares (if any)
* Attendance of BOD and other committees Meetings
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| *ROLES* |
| * Management/supervision of the Finance Department and overall financial affairs of Union Cement Company PSC and its affiliates, subsidies and JVs (if any)
* To take all possible measures to maximize the profitability of the company which either turns into an increase in the wealth of the company or in the forms of dividends payouts.
* To safeguard the company’s assets.
* Secretary of Audit, Executive & pay and remuneration committees and UCC and UCN BOD.
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| *AUTHORITIES*  |
| * To approve leave and permission applications
* Can serve Notice.
* Checking, review and approval of all manual/systematic works flows of the Financial Department
* Segregation of duties and responsibilities amongst the Financial Department Personnel
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| *ACCOUNTABILITIES* |
| * Accountable for the job responsibilities.
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**Present Work Profile**

* Real Estate from 07.05.2016 – Finance Manager
* Union Cement Co. - Financial Manager 01-01-2012 till 27.04.2016
* Diver Marin Contracting Co. from 2011- 2012 as of ***Group Finance Manager***
* Party Centre – Dubai as of Finance Manager 2009 -2011
* Emirates Chemical Industries – Ajman 1999-2009 – Finance Manager
* Started as of accountant clerk until Chief Accountant in RAK White Cement Co. till December 1999

**Achievements**

* Manufacturing Cost of Lime and Chemicals Materials , Lime Brick Manufacturing Cost, control of Stores Received & Issues Bank Reconciliation, Income Statement, Balance Sheet
* Controlling Sales Dept.
* Goods Received and Store issue voucher
* Accounts payable trade and others
* Accounts receivable trade and others
* Advances to officers & employees
* Merchandise in transit
* Short term investments
* Raw Materials, Packing Materials, Stock control
* Overtime and Salary sheets, Bank transfer
* Production report control
* Develop and improve the real state procedure – Risk management , On line system for renewal of contract and upload the Company Data with Sharjah Municipality and others department.

**Training**

* Successfully completed a training course in **Professional Training Advisory Group**

**Work Experience**

* Working for a RAK Lime Co. RAK White Cement Factory
* Emirates Chemicals Industries – Ajman as of Financial Manager
* Party Centre – Dubai – Finance Manager 2009
* Diver Marine Contracting Co. 2011- Group Finance Manager (CFO)
* Union Cement Factory- Internal Audit Manager from 01.01.2012 then financial Manager
* Group Co. of real state till now.

**Other Skills**

## Basic knowledge programming and Microsoft Office.

Sybase Account’s Programs (Vibs)

 Pegasus Program

 Dolphin Program

 Oracle

 Pact Revenue

**Qualifications**

* Business Administration from Yarmook University of Management Education, 1983, (82.2 %).
* Arab Society of Certified Accountants (Jordan ) 1988 No. A0123
* Certified Public Accountant and Auditor CPA A 2012- permit No. 60006

**Personal Details**

**Nationality :** Syrian

**Languages Known :** Arabic, English.