

**AKBAR ASSEES**

[**AKBARASSEES.361390@2freemail.com**](mailto:AKBARASSEES.361390@2freemail.com)

**CAREER OBJECTIVES**

To take up a challenging career grows with honesty, loyalty, good relationship and best performance, and translate my experience, knowledge, skills and potential in to the value for an Organization.

**APTITUDE AND SKILLS**

Excellent organizational and motivational skills. Positive and professional approach. Excellent team leader qualities with leadership skills and confidence.

Ability to get the work done through self initiative and guidance.

Prioritize workload and multi-task, flexible to change priorities and organize functions on daily basis.

Ability in meeting deadlines deliverables while achieving excellence and quality of work.

Good command over various Accounting software including ERP, FocusRT ,Focus CRM, Tally ERP9...

**CAREER SUMMERY**

12 plus years experience in Accounting, Inventory, HR, payroll and Management administration. Proffessionally qualified with a Bachelor degree and Chartered accountancy (CA Inter).

Well versed in MS Office application.

Well experienced in training the staff leadership, counseling and motivation.

Strongly commercial with excellent communication and interpersonal skills.

An excellent team player and a strong manager who can develop and lead a large Staff.

Excellent accounting and auditing skills.

5 years experience in production and procurement of material for exhibition and interior industry Management and supervision of day to day financial and accounting operations.

Management of banking, arrangement of facilities .

Preparation of Budget, Cash Flow, Financial Reports and Statements and Variance Analysis.

Financial analysis of periodic operational results and formulating periodic budgets, cash flow and MIS forecasts

Liaising with auditors to ensure annual audit is carried out within the time frame.

**EDUCATIONAL CERTIFICATIONS:**

1998-2001 Chartered Accountancy, Institute of Chartered Accountants of India

Post-Graduation:Chartered Accountancy (CA Inter)



Main: Auditing, Cost accounting, Corporate Laws, Information Technology, Income Tax and Service Tax, Business Law

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| 1995-1998 Al Ameen College Edathala, Ernakulam, Kerala, India | | | | |  |  |
|  |  |  |  | Graduation : Bachelor of Commerce |  |  |
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|  |  |  |  | Main: Financial accounting, Cost accounting, Budgeting, Auditing, | Export – |  |
|  |  |  |  | Management, Business Communication and Industrial Management |  |  |



Additional Qualification

Computer language like visual basic Certified Network Administration Windows, MS Office

Accounting software like, Tally, Peach tree, Quick book, FocusRT (MIS software) Internet and E mail Application

**EXPERIENCE CHRONICLE**

**Audit clerk in MA Moideen and associate, chartered accountants, Cochin (1998-2001) (A Mandatory practicing session (3 Years) for the Chartered Accountancy Course**

*Key Highlights:*

Individually handling the audit of books of accounts of company, firm, trust etc.

Create the books of account for existing customers and help them to select best accounting software to cope with their nature of business

Statutory audit in banks and other financial institution Taxation as per the Indian law

**Assistant Finance Managers Cochin Kagaz, Cochin (2001-2002) –A Carton paper manufacturing company**

*Key Highlights:*

Handling the Procurement of Goods

Check the books of account of Junior level accountants and the report Finance Manager and Management

Verify the wages generated for the factory workers process the disbursement

Generate monthly and weekly report and discuss with the immediate managers Overall verification of books of accounts

**Finance Manager Peevees Electra Worlds, Cochin (A Group of Peevees Holding) (2003-2005) - Distributor and retailer of all kinds of electronic good**

*Key Highlights:*

Keeping the books of account and generate Financial report Generating the reports and send to head office

Generate the report for sales tax purpose and pay the tax collected Keeping the proper records of Inventory

Generating the Financial reports and discuss with immediate managers

*Milestone*

Best Branch head for my tenure

**Finance Manager in** **Concepts** **Zone Exhibition Fixture FZCO** **An ISO Certified company**

**A Group of companies includes :**

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| **Concepts** | **zone exhibition fixtures FZCO** | **(Yearly Turnover 12M),** |
| **Art zone** | **Exhibition fixtures LLC** | **(Yearly Turn over10M),** |
| **Concepts Zone contracting LLC), Dubai, UAE** | | **(Yearly Turnover 25M)** |
| **Concept zone waste collection services LLC** | | **( Recently started)** |
| **Concept zone Building material trading FZCO** | | **(Recently started)** |
| **Concept zone city cleaning services LLC** | | **( Recently started)** |

*Key Highlights:*

Independently handling the accounts and inventory Preparation of final accounts

Stock and Debtors audit For Banks

Payroll management

Preparation of accounting reports and discussion with Management Hand ling the construction accounting in Dubai

Visa management(PRO Works)- JAFZA and TECHNOPARK

Procuring furniture, stationery, office consumables, computers and software, etc. for office Production and procurement of material for exhibition, interiors and construction business Implementated successfully the FocusRT an ERP and CRM software

Monitoring and managing the performance of a team of account executives.

Financial management of bank credit facilities

Reporting on cash flow, operation expenses and outstanding invoices, cash-flow management to meet financial obligations.

Finalizing monthly and annual cash flow budgets, ensuring compliance to those budgets and reporting variance analysis to senior management.

Reviewing of debtors’ aging analysis and strong follow up of overdue balances to expedite the recovery.

Pre-audit of payments against suppliers’ invoices by ensuring compliance of terms of payments and other payments including petty expenses.

Financial approval of all purchase orders keeping in view budget constraints.

Examining monthly accounts statements including bank reconciliations, collections reconciliations, Payroll, Overtime, annual leave settlements, end of service benefits etc.

Drawing monthly financials and producing accurate financial reports to specific deadlines. Finalization of annual accounts, preparing annual financials and management reports

Liaising with auditors to ensure annual monitoring is carried out.

Review project costs, make revenue and expense analysis on project-by-project basis.

Preparation of project-wise profitability reports for analysis and decision making of senior management. Ageing analysis and follow-up of Accounts Receivables.

Preparation of financial reports, MIS, Cash Flow, Budget and Forecast.

Analyzing the actual financial results with budget and observe the reasons for any major downfall in performance.

Set up of business plan(approved by dubai municipality) for new venture , like waste collection services ( like skip services, manufacturing of skip box etc) and city cleaing services ( activity includes all cleaning services especially in grease trap cleaning , sewage cleaning etc)

Study on the business plan and provide proper guidelines to the management about the business unit and implemented the plan successfully.

*Milestone*

Successfully implemented the well-known ERP and CRM software and customized the report according to the business.

Successfully prepared the new business plan and started the new ventures

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| **PERSONAL DETAILS** | |  |
| o | Date of Birth | : 9th March 1978 |
| o | Nationality | : Indian |
| o | Marital status | : Married |
| o | Visa status | : Free zone visa |
| o | Known Languages | : English, Hindi and Malayalam |
| o | Driving license | : Valid UAE Driving license |