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| **Curriculum Vitae**PP.jpg |
| **Carrier Objective 🞃** |  |
| Advancing my career using accounting skills acquired through over 19 years of professional experience and working towards progression of organization and also obtain professional growth. |
| **Professional Experience / Achievements 🞃** |  |
| **EFS Facilities Services India Pvt. Ltd.** Bangalore, India | **July 2012 – September 2016****Manager – Accounts Receivables** |
| EFS Facilities Services India Pvt Ltd. providing Integrated Facilities Management solution in Middle East & North Africa with over 15 operating companies across 10 countries entered the Indian market in 2012 by acquiring Dalkia India Pvt. Ltd. EFS India is manages over 70 projects across India in various industry sectors. **Roles & Responsibilities as Head of Receivable – India**DSC_0028q* Reporting responsibilities to the Financial Controller – India / COO
* Manage the accounts receivables of the company.
* Ensuring proper and timely invoicing of over 70 customers PAN India with a help of 10 team members reporting to myself; maintaining an exhaustive register of contract based on the revenue stream and also maintaining contract documents.
* Monthly closing for submission of MIS the Group Company; perpetration of monthly P&L, Analyze Revenue / Variances, accruals, maintain deferred income schedules.
* Credit Control; follow up with customers, reconciliation of debtor accounts; Monitor customer payment performance, allocation of receipts.
* Unbilled Follow up; Follow up with operations for the billing of unbilled.
* Prepare monthly /weekly reports; Debtor report for outstanding receivable, Cash Forecast.
* Monthly VAT & Service Tax Report for filing of returns.
* Prepare all AR related schedules for statutory/Internal Audits.

**Achievements:*** Implemented self-thought process to capture all Adhoc Jobs arresting revenue leakage.
* Improved outstanding collections by implementing new credit control & recovery techniques, ensuring better cash flow to the business.
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| **EFSFacilities Service Group**Teacom,Dubai, UAE. | **July 2010– June 2012****Group Accountant** |
| EFS Facilities Services a leader in providing Integrated Facilities Management solution in Middle East & North Africa .It provide a fully-comprehensive scope of integrated facilities management services like mechanical, electrical & plumbing maintenance, cleaning and other soft services.**Roles & Responsibilities as Accountant:** * Reporting responsibilities to the Group CFO.
* Analyse and consolidate monthly results of various operating companies under the group for review of the management.
* Consolidation/review of Annual Budget of various operating companies under group.
* Manage operating company of **EGYPT**;
* Account Receivables; Ensuring Timely invoice Creation, Payment follow up& Managing Collections.
* Accounts Payable; Ensure timely payment to the vendors, preparation of cheque, Deduction of TDS as per the local law.
* Preparation of Annual Budget and review and analysis of operating budgets.
* Preparation of Monthly MIS for submission to Group; Monthly P&L preparation/review, Balance Sheet preparation, Accrual (Fixed & Variable), Fixed Assets entry & other month reports.
* Managing the Treasury activities; cash forecast, overdraft payments, Tax payments.
* Appointment of Tax Auditors and Liaising with them for monthly Tax / Return Filing.
* Handling and Finalising the statutory Audit of the operating company for one complete financial year.
* Implementing financial policies and procedures.
* Liaising with the Legal Advisors for AGM.
* Involved from the stage of incorporation of the operating company in the Republic of Egypt.
* Held the position of Signatory (Joint) of the operating company.

**Achievements:*** Able to streamline the all Financial / accounting aspect of the Egypt Operating company in the first year of its incorporation.

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| **Imdaad LLC**Jebel Ali Free Zone, Dubai, UAE. | **Nov 2003 – June 2010****Accountant**  |
| Imdaad LLC a subsidiary of Dubai world was formed in May 2007 by taking over the UAE operations of Serco Gulf LLC.Imdaad provides facilities management to various and companies within the group and outside. The major customers include DP World, JAFZA, Dubai Customs, Nakheel etc.**Roles & Responsibilities as Accountant:** * Reporting responsibilities to the Finance manager
* Responsible to manage the accounts receivables for all FM activities of the company.
* Ensuring proper and timely invoicing to customers; maintaining a contract database and follow-up with operations for other chargeable woks invoicing.
* Credit Control, follow up with customers, reconciliation of debtor accounts and visiting costumers where required. Monitor customers’ payment performance and identify defaulting customers.
* Providing data for monthly financial closing; monthly revenue accruals, maintain deferred income schedules, booking journals for monthly releases, maintaining fixed assets register and charging depreciation, providing monthly aging report and preparation of inward cash flow forecasts.
* Manage cash collection;
* Bank reconciliations;
* Preparation of monthly management reports; Reporting, Debtor days report for outstanding receivable, Monthly unbilled revenue report, subsequent collection to prior months aging.
* Prepare necessary schedules for Year End Audits &been a part of annual physical inventory audit. Also participated in the Data Migration and implementation of Oracle Financials

**Achievements:*** Improved outstanding collections by implementing new credit control & recovery techniques, ensuring better cash flow to the business.
* Improved procedure of invoicing and its handlings.
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| **Saudi Aramco****for B.H.Al-Huassaini& Sons Co.**Dhahran, Kingdom of Saudi Arabia | **May 1997 – March 2003****Accounts / Administrative Assistant** |
| Saudi Aramco the state owned oil company of Kingdom of Saudi Arabia is the largest oil cooperation of the world. B.H. Al-Hussaini a key provider services like manpower supply, maintenance activities (MEP & Civil) and undertaking of projects. **Roles & Responsibilities as Operations Assistant:** * Preparation of monthly invoices / payment certificates to the main and sub contractors.
* Follow up with assigned sub-contractors on project execution, process verify project progress report and payments and update details of service order.
* Prepare Local Purchase Order and generating service orders in SAP for nominated sub-contractor for works.
* Identifying and generating Minor Maintenance works request for low value works and Work order for other works in SAP.
* Prepare monthly and daily reports for the Division Head on major project status coordinating with the engineers and sub-contractors.
* Maintain employee attendance sheet and prepare employees Overtime report, keep track employee leave register.
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| **Education 🞃** |  |
| Academic Qualification | Bachelors Degree in Commerce. 10+2, Central Board of Secondary Education, Kendriya Vidyalaya.  |
| Computer Literacy | * Accounting software; **Sage Pastel, Oracle Financials, JD Edwards**& Tally.
* Worked in Web based CMMS **Maximo & SAP**
* Excellent in Microsoft **Excel & Word**.
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| Others | * Training program hosted by “Dubai Institute of Business Management” on **Credit Control and Recovery Techniques**.
* “**Time Management skills**” for effective management of time.
* Other Trainings like Customer Service skills &On and Off job safety requirements
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