*RESUME*

**AZIM**

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*Position Applied for: Financial Controller / Senior Accountant*

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**OBJECTIVE**

To pursue a career with a progressive world class financial services by ensuring that strategies are transformed into achievements and growth of the company.

## *SUMMARY OF EMPLOYMENT HISTORY & PERFORMANCE*

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| --- | --- | --- | --- | --- |
| Employer | Place | Designation | Period | Responsibility |
| Abu-Dhabi Marine Operating Co.  (ADMA-OPCO) | Abu-Dhabi U.A.E | **Asst. Financial Controller /Snr Accountant Production**  19th January 2003 till 4th Dec 2016 Finance Division Das Island | (14yrs) | Budget Operating Capital, Contract Manpower, Cost Control/Payables / Accruals. |
| Manna/Geologistic Qatar W.L.L | Qatar | **Senior Accountant**  Aug-01 To Oct-02 | 1 yr | Total in charge for freight a/c. |
| AL Ghaith Shipping Co L.L.C. | Dubai | **Chief Accountant**  Feb-1999 To Jul-01 | 3 yrs | Total in-charge of Air Freight a/c |
| Swift Freight International L.L.C | Dubai | **Senior Accountant**  Jan-1998 To Dec-98 | 1yr | In-charge Divisional branch accounting |
| AL Mira Trading Establishment | Saudi Arabia | **Senior Accountant**  Jan-1993 To Oct-97 | 5 yrs | Receivables / Payables / Sales / Bank |
| M.M.Khan & Co Chartered accountancy firm | India | **Accountant**  Jan-1990 To Dec-1992 | 3 yrs | Reconciliation of various accounts |

*PERSONAL HISTORY*

***Educational Qualification*** : **Master of Commerce** (M.com) Bombay University

**Special Subjects in M.com**

Major Advance Accounting and Cost Accounting Business Policy and Administration

***Computer Proficiency* :**Diploma in Computer Application and Executive Development Program (BITS) 1992/93 (MS-Office word, excel and Advance Power point)

***Other Extra Training Courses***

###### *New Horizon Management Consultants Dubai:*

Completed successful Seminar on Documentary Letters of Credit

###### *Practical Accounting and Auditing – 2*

Training course held in June 1999 covered (Financial Statement Analysis, Statement of Cash Flows, Operating Performance Measures, International Accounting Standards, and Accounting for Foreign Trade.

***Advanced Planning, Budgeting & Cost Control***

Training course held in February 17-21, 2008 covered – Procedures & Type of Budget, Risk Management, Variances Report, Capital Budgeting etc.

*CURRENT JOB EXPERIENCE – (ADMA OPCO - Abu Dhabi)* **Financial Controller 19th January 2003 till 4th Dec 2016**

***Job Purpose and Scope:***

Coordinate and control Das Island Division (DID) Financial Activities in Co-ordination with Vice President Das Operation / Managers and Team Leaders to Provides effective financial support to the Asset Unit including - Budgeting/Cost control/Reports and Decision/Support data /Advise Management by reviewing expenditure reports to ensure conformity with budget limits, investigating over and under expenditure reports, prepares appropriate revisions and process necessary approvals. Answer Audit Queries and manage various financial aspects in co-ordination with the Das Team Management. Acts as a Financial Advisor

***Organizational Relationship/Latitude***

Daily contacts with DID Managers/Team Leader’s for discussion and co-ordination on relevant financial issues and aspects.

Regular contacts with Finance Division other teams up to Management Accounts Manager on invoice processing, budget preparation /revision /closing account and payment and other financial relevant issues.

Work according to company’s established procedure & specialized/Professional standards in and when required to provide solution to problem. Exercises initiative in establishing work methods in designing financial forms

Complete work is subject to review by Direct Team Leader /Manager.

***MAIN DUTIES AND RESPONSIBILITIES***

* Establishes and enhances financial procedures within DID to secure efficient processing of financial documents. Prepare and / or direct the compilation of a wide variety of statistical and financial reports.
* Ensures all the Financial processes are in line with ADMA-OPCO Accounting Guide, procedure manuals and Financial Authorities
* To supervise asset unit financial activities to ensure smooth run of operation and administration.
* To ensure proper recording of Invoice payment certificate received and timely process of approved expenditure through contract payment authorization.
* Keeps custody and maintains the DID contracts reviewing and processing contractors invoice’s to ensure compliance with contracts terms and conditions.
* Follow up suppliers and contractors invoices IP’s for material supplied/services rendered to process on due date including recovery of services rendered to third parties / other associated companies preparation of cash requirements for commitments, periodic reconciliation of major suppliers, statements of accounts and clearance of outstanding as necessary.
* Assist in developing a transparent commitments system in the unit for internal and external commitment.
* Coordinates DID CAPEX / OPEX Budgets through proactive participation in all budget activities and discussions at all level, being DID focal point for all budget and cost control matters.
* Classifies capital expenditure into different asset group in accordance with shareholders requirements and in condition with supervisor.
* Co-ordinates asset unit capital and operating budgets preparation in line with the company target and directives, including preparing documents relevant to cost data proper budget allocation, system input and monitor actual expenditure against budget.
* Includes, but not limited to communicating budget guidelines and schedules, identifies new activities for inclusion in the budget. Plan scrutinizes and advice as appropriate budget proposals documentation through the BUDGET Request Forms (BRs) in line with Divisional work programs .In addition ensures that work requirements included on the budget are properly phased /classified and approved by Senior Management. Then properly allocated/inputted on the budget through system.
* Monitors expenditure against budget on monthly basis to ensure budget performance within DID is appropriately controlled and documented. This includes reviewing the chart of accounts and ensure proper costing structure, review all charges appearing on the monthly expenditure reports, highlighting significant variances between the budget and actual, investigating and correcting anomalies and coordinating with concerned RO’s on variances for DID Financial reporting.
* Participate in the preparation of (SLA) service level agreements with the asset and support units and ensure implementation of agreements related to DID.
* Ascertains unit contracts are administered and kept up to date in terms of contracts classification, values, proper cost allocations and variations on contracts are processed approved in accordance with company standards and commercial procedures. Develops a transparent commitment system for internal and external commitments.
* Controlling the process of Authorization for expenditure (AFE’s) and the process of services or materials requirements (CR’s / PR’s). Scrutinizes / follow the invoices payment process covered by contracts, service orders, and Releases (call out contract) including cost coding and compliance with the terms and conditions. Check and endorsed for correct allocations, adequacy of funds and authority limits.
* Ascertains manpower contracts requisitions is properly authorized and routed for endorsement prior to submission for approval by General management though Finance T/L.
* Participate in the Monthly and Annual closing accounts in liaison with Finance division. Ensure timely preparation and reporting of accruals, provisions of pre-payments for necessary consolidation of accounts by finance division.
* To provide statistical data for re-allocation of support cost assures holding number table for payroll allocation is prepared on timely basis ensure asset register under adma-opco custodianship on annual basis.
* Scrutinizes and follows the DID Manpower Self Billing payment process including the co-ordination with HR.
* Controls the process of direct Recoveries from third parties/other Associated companies for services rendered and participate in the preparation of cash requirements for commitments on due dates.
* Maintains and ensures DID Asset Register under ADMA-OPCO Custodianship is updated on Annual basis. Reviews and amends Capital expenditure classification into different asset groups and ensures meeting SHAREHOLDERS requirements.
* Participates in the ongoing training developments of assigned UAE National Employees Includes delivery of familiarization programs, monitoring and reporting on progress and counselling employees as required
* Participated in Knowing the company Health, Safety and environmental policy, procedures, regulations and objectives as they relate to his area of responsibility, and ensures that they are effectively implemented in his domain. Ensures, by appropriate monitoring and review, that work under his control is performed in safe and environmentally sound manner

***Achievements -***

* Financial Reporting on Monthly closing reports
* Monthly Variances (Actual Vs Original Budget)
* Prepare Annual Budgets CAPEX/ OPEX
* Reports on Estimated Actual / Budget forecast.
* Conduct challenge meeting on Budget requirements with RO, s.
* Control Internal / External Commitments.
* Issuance of CRS / CCR s /SOS & Approval of CRS / CCR s / IN MAXIMO
* Control Tendering Process & Invitation of Suppliers
* Review contracts rates, Terms and Conditions.
* Control contracts expenditure.
* Control receipt of IPC s i.e. monitor IPC processing and approval.
* Issue / approve CPA.
* Control monthly expenditure
* Prepare Accruals (Provision)
* Reconciliation of Provision Accounts
* Control / create cost combinations.
* Yearly Closing

***Previous Job Experiences in Qatar, Dubai and Saudi Arabia***

**Geo-logistic Qatar W.L.L** inter company of Mannai Trading Company which deals in Freight Forwarding has tie up with a Global Logistics Company of Geo-logistic U.K for warehouse logistics services and freight forwarding services in Qatar.

#### *Designated as Senior Accountant (august 2001 to October 2002)*

### *Responsibility and Job Purpose:*

Complete control of accounting system in preparing sales report, stock report, for reputed airlines such as Emirates, Lufthansa, and British Airways, Kuwait Airway, Qatar Airways, Egypt Air, Royal Jordanian, Gulf Air Etc.

Plus bookkeeping receivables, payables, cash handling bank reconciliation, sales, purchase, market outstanding, monthly profit and loss account and balance sheet

***Al Ghaith* Shipping & Maltrans Company L.L.C (Dubai)** deals in Air Freight and Forwarding. Designated as Chief Accountant (February 1999 to July 2001)

**Job responsibility and purpose same as mentioned above.**

**Swift Freight International L.L.C (Dubai)** deals in Air and Sea Freight Forwarding with sophisticated warehouse setup widely into Distribution and logistics services. Designated as Senior Accountant (January 1998 to Dec 1998) **Job Responsibility** **and job purpose as mentioned above**

***AL Mira* Trading Establishment Saudi-Arabia** deals in trading business of foodstuff. Designated as Senior Accountant (Jan 1993 to October 1997)

**Job responsibility** Daily sales, collection, ledger posting, receivables, payables, book Keeping, follow up of customer, market outstanding, stock checking, Reconciliation of cash and bank as well as customer accounts and Payable accounts, monthly profit and loss account and balance Sheet.