**MELROY**

[MELROY.367508@2freemail.com](mailto:MELROY.367508@2freemail.com)

**KEY SKILLS**

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| --- | --- |
| * **Financial reporting** | * **Account reconciliation** |
| * **Variance analysis** | * **Risk management** |
| * **Accurate forecasting** | * **Process automation** |
| * **Financial modeling** * **Cash flow management** | * **Manufacturing industry experience** * **Superior research skills** |

**SUMMARY**

**A strategic and analytical finance professional with five years of practical experience in financial reporting, analysis, accounts management and cost accounting. Accomplished and results-oriented professional who thrives in high-pressure environments to consistently meet deadlines. Excellent written and verbal communication skills and ability to work well in a fast paced and high volume environment.**

**EMPLOYMENT HISTORY**

**Ferrofab FZE – Jebel Ali Free Zone (South), Dubai, UAE (May 2011 to Present)**

**Finance & Accounts Executive**

* Assisting the Finance Manager to obtain, review and analyze financial & non-financial data to generate various reports and assisting management in critical decision making.
* Monitoring expenses of different cost centers and provide in-depth analysis on Budget vs. Actual variances.
* **Closely monitoring cost of operations by establishing job-order costs from operational and financial data.**
* **Conducting quantitative analysis of financial data to forecast revenue, identify market trends and assess risks associated with capital expenditures and asset acquisitions.**
* **Conducting monthly analysis of production and manufacturing schedules based on non-financial data, to detect anomalies or non-competencies and investigate report and assist the business units to remediate the issues and implement effective controls to avoid re-occurrence.**
* Maintain, monitor and interpret cash flows while providing for future trends.
* Performing project wise cost accounting using job-order costing for fabrication projects which spanned between six months to over two years.
* Assessing requirements for change in processes and procedures and proposed procedural changes to enhance data quality and process flows.
* Assisting in performance monitoring of various profit centers within the organization through product profitability analysis.
* Preparation of quarterly in-house financials to monitor and track variances against budgets and reporting any imbalances or surplus expenditures.
* Liaising with auditors for year-end audits and preparation of financial data for suitable assessment and further evaluation.
* Continuous researching and reporting on factors influencing business performance through various Oil & Gas related journals, articles and magazines.
* **Supervising payables as well as receivables and helped re-structure both processes through automation.**
* Processing monthly WPS payroll for 500+ employees including overtime calculation.
* Issuing, maintaining and tracking trade finance documents which include Payment Guarantees and Letter of Credit.
* Preparing various ad-hoc reports as directed by the Finance Manager.

**Achievements:**

* **Single-handedly initiated and developed structured department-wise reporting procedures which are now used as standard practice throughout the organization.**
* **Proposed and successfully executed a revaluation of completely depreciated Fixed Assets according to IFRS requirements to accurately ascertain their market value.**
* **Decentralized the organization into two profit centers based on manufacturing capabilities to assist in increased planning efficiency and cost control.**
* **Successfully implemented the method of “Lean Manufacturing” by determining and eliminating wasteful activities and further implemented “Critical Path Method” (CPM) to help increase efficiency in manufacturing processes and procedures.**
* **Assisted the Chairman in a Harvard Business School “Owner/President Management Program”, to develop a comprehensive business plan and strategy analysis for Ferrofab FZE in Ghana which included determining a precise vision and establish long term strategies.**
* **Proposed and implemented an ERP to integrate department wise reporting as well as a Time and Attendance software for overtime monitoring.**

**Ferrofab FZE – Jebel Ali Free Zone (South), Dubai, UAE (May 2010 to August 2010)**

**Accounts Intern – College Internship**

* **Helped with accounts receivables, payables and bank statement reconciliation.**
* **Managed petty cash and monitored day to day expenses.**
* **Assisted in the transition from cash-based to WPS payroll processing system.**

**ACADEMIC QUALIFICATIONS**

**CIMA – Currently Pursuing (Self Study) – November 2018**

**Chartered Institute of Management Accountants**

**Heriot-Watt University, Dubai Campus - May 2011**

**Bachelor of Business Administration with Finance and Management**

**The Indian High School, Dubai - March 2008**

**Grade 12 Commerce with Accounts, Business Management & Entrepreneurship**

**IT SKILLS**

* **Proficiency in Microsoft Excel, Word and PowerPoint.**
* **Expertise in the accounting software Tally.ERP 9.**
* **Worked with Realsoft ERP system.**

**PERSONAL DETAILS**

**Nationality : Indian**

**Date of Birth : 11th July, 1990**

**Visa Status : Employment**

**Driving License : UAE**