AKHTAR

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Summary:

Accounting graduate with major subjects adv. accounting, auditing. Article-ship training in accounting, audit IFRS, GAAP & taxation. Two decades of financial accounting background till finalization audit & MIS in; mfg. and trading of plastic, building materials, automotive and contracting works. Highly organized, keen on details & result oriented. Specialty in Letter of Credit, Guarantees and Taxation.

Skills:

* Oracle ERP r12 & 11i – through Implementation.
* Tally ERP 9.2, Quickbooks and
* Good touch of SAP FICO
* Smart Business-Online Banking Software.
* MS Excel & Outlook - Expert user.

Core Competencies:

* Self-starter & well organized.
* Attention to detail and quality of work.
* Analytical skills and critical thinking
* Effective communication & Interpersonal skills
* Can-do attitude & problem solving ability.

Career History:

IV. **Senior Accountant (Asst. to Finance Manager) Dec-2007 till date**

With **Corys Building Material LLC.** (Manufacturing & Trading PVC/PE pipes, fittings with annual sales about **Aed.600 m**.) Below were my key responsibilities towards GL, AP & AR in specific & common.

General Ledger:

* Preparation of financials statement, Balance Sheet & Cash flow strictly as per IFRS & GAAP.
* Reconcile balance sheet related & Intercompany accounts & ensure accuracy of Trial Balance.
* Enter journals for adjustments, provisions & rectification of account code or cost center etc.
* Verify Capex, fixed assets mass addition, discard worn chunk & run monthly depreciation.
* Prepare periodical Cash flow while ensuring optimum utilization of funds & facilities.
* Prepare various MIS reports, Compare actual results to budget & highlight factors causing variance.
* Close accounting period as per time table & update system reports in common folder.
* Reconcile payable & receivable trial balance with GL & ensure nil interface accuracy.
* Update foreign currency rates reconcile multiple Bank accounts with multiple currencies.
* Collaborate with accounts payable & receivable to be chained on department goals & objects.
* Creation of vendors master with complete details & group under related class.
* Co-ordinate with all departments to gather information required to prepare budget synopsis.
* Associate with Finance Manager to prepare/consolidate financials & balance sheet.
* Liaison with internal/external auditors, provide their requirements & attend queries.

Payable:

* Verify & validate P2P (purchase to payment) activities as per company’s policy & authority matrix.
* Verification & validation of foreign, local & cost add-on invoices from suppliers.
* Ensure all purchases are supported with required authenticated documents.
* Generate monthly run report, reconcile major supplier’s account with their statements.
* Ensure payment process schedule, review accuracy & sign-off, for management approval.
* Buy various currencies at lowest rate from Bank treasury to control forex loss in foreign payment.
* Closing payable module as per time table & update listed reports on department’s common folder.
* Reconcile & prepare listing of deposits, prepayments & postdated payments to suppliers.
* Enduring to increase DPO while maintaining healthy cash flow & supplier’s confidence.
* Amicably resolve supply discrepancies while maintaining perfect business relations with vendors.
* Negotiate & avail ad-hoc support from dedicated Bank relationship manager.
* Process outward LC's in co-ordination with supply chain dept. & maintain proper control records.
* Follow & collect LC documents, co-ordinate with procurement to get the shipment cleared from port.
* Ensure settlement of outward LC & apply for LTR if necessary.
* Scrutinize payroll WPS file & reconcile staff advance and recovery.
* Verify tabulated data & ensure timely payment of Utilities/Custom/Telecom/Fuel/ Visa/Petty Cash etc. and avoid interruptions.
* Liaise with internal/external auditors for entire payable activities.

Receivable:

* Ensure daily invoice generation & timely dispatch to customers.
* Attain customers’ complaint & resolve that by providing documentary supports & clarification.
* Create masters for suppliers & customers’ securely maintain their valid supporting documents.
* Follow on credit rating reports to recommend & monitor approved credit limits.
* Monitor DSO & targeted collections from credit control department.
* Process various guarantees as required by sales & maintain proper control records.
* Verify inward LC text to ensure the agreed business terms are present.
* Per agreed INCOTERMS prepare & submit complete set of docs to Banks before LC expiry.
* Conducting stock/inventory count, leading and supervising team of participants.
* Comply with legal requirements for disputed accounts.
* Closing receivable module & update reports on common folder as per check-list.
* Liaise with internal/external auditors for entire receivable activities.

Common responsibilities towards GL, Payable & Receivable:

* Highlight control deficiencies to Sr. management, develop/implement solutions to close identified gaps.
* Suggest & recommend change in policies & procedure to enhance performance & productivity.
* Ensure that, company's management principles, policies, and programs are consistently practiced
* Proactively identify, evaluate, negotiate and drive opportunities to reduce costs.
* Endure for automation of work to facilitate earliest completion of recurring tasks.
* Determine job responsibilities for subordinate staff and submit monthly achievements & KPI.
* Providing constant support and training to subordinates while ensuring accuracy & efficiency.
* Monitor meticulous filing & safety of documents.

Achievements:

* In 2012 I was awarded with certificate/prize for keen interest in work & eliminating finance irregularities.
* Successful implementation of AP, AR modules in Oracle ERP r12.
* Effective implementation of “Smart Business” online Banking for payments, LC, & Guarantees.
* Extensive automation of procedures resulting great reduction of cost & time.
* Delivered dozens of LC’s & Bank Guarantees with highest saving in Bank charges.
* Reduced 25% cost of stationery by implementing soft copies attachment in system itself.
* I have been highly appreciated for a step ahead supporting other departments in their work.

 **Sr. Accountant**

III) **2004-2007 Safeguard, Dubai**: Swimming pool construction & building maintenance Co.

 II) **2001-2003 Al Nairooz, Muscat:** Group Company engaged in contracting, landscape & transport.

* Preparation of financial statements, Balance Sheet & cash flow as per IFRS for SMEs.
* MIS reporting, correspondence, Conduct audit & liaison with their queries till audit report receipt.
* Process designing and complete supervision for entire finance & Inventory accounting.
* Prepare work policies, assign job description to subordinates and make solution for deficiencies
* Handling LC’s and Guarantees with complete control records.
* Also, actively involved for debt collection and got rewarded additionally.

Achievements:

* Successful implementation of Tally ERP, designing different rolls of multi user & uploaded data.
* Superiority of work was highly appreciated and promoted in audit department.

I) **Accountant:**

**1994-2000 - Sushil Auto Coach Builders Ltd., India.** Auto Coach Production Company.

* Here I did actual manual accounting to full extent and achieved complete accounting competency.
* Verification of subsidiary records viz: sales/purchase registers, sub ledgers
* Reconciliation of all general ledger accounts related to balance sheet.
* Preparation of trial balance, financial statements & balance sheet, & cash flow as per IFRS for SMEs.
* Conduct statutory audit & liaising with auditors.
* Comply with legal obligation for sales tax, income tax, and ROC, EPF & labor dept.

Achievements:

* Received appreciation letter as “Best employees” & cash prize for getting investment subsidy.
* Performed key roll to obtain Investment subsidy & rehabilitation aid during recession of 1998
* Lead involvement in projection of working capital assessment & Bank facilities.

Academics:

Formal: **Certificate University Major Subjects**

 **Bachelor in** Karnataka Adv. Accounting & Auditing, Costing,

 **Commerce** University Business Management, Economics.

Informal: **Article-ship** M. V. Wali & Asso. Accounting, Auditing, Finance reports,

 Chartered Accountants Cash Flow, Ratio analysis and Taxation.

Languages:

Fluent / (Manageable) **:** English, Hindi, Urdu, Marathi and (Arabic, Kannada).