**ILYAS** **ILYAS.368354@2freemail.com**



Finance & Accounts Professional, worked over 10 years in financial positions, playing a key role in providing financial reporting & analysis and leadership.

***Financial Skills:***

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| --- | --- | --- |
|  General Accounting |  Financial Planning & Analysis |  Commercial Banking |
|  Loans & Credit |  Risk Management |  Financial Management |
|  Credit Analysis |  Banking Expertise |  Relationship Management |
|  Regulatory Compliance |  Commercial Lending |  Small Business Lending |

***Career Objective* –**Lead and skillfully manage financial planning and Analysis, achieve long term strategic goals andensure continued business growth.

***Key Achievements & Awards (Synopsis) :***

* Awarded as Extra Miler for successfully investigating the revenue leakage for one of the clients while on Site at Africa for Airtel Africa Project from Infosys.
* Developed a Comprehensive Reporting template for Financial Planning and Analysis that helps analyze financial reports in an efficient manner.
* Received a company performance award for capturing quality learning opportunities.
* Received a company Core Value Award for showing tenacious attitude and client support.

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|  | **Professional History** |
| 1. **MASHCO, Saudi Arabia** | **Chief Accountant** |
| **(Dec’15 to Present)** |  |



* Preparation of Individual & Consolidated Financial Statements and other accounting reports as per defined policies and applicable accounting standards.
* Preparation of monthly and quarterly management reports with evaluation of divisional performance
* Development and implementation of effective internal control system to enhance the company financial performance.
* Setting policies for Transfer pricing and Critical success factors for divisions & branches and relevant financial key performance indicators to align the division’s goals with the organization.
* Preparation of CAPEX budget, OPEX budget and performance measurement of divisions by using ROI, ROA and RI and assisting the head of departments in the preparation of quarterly and annual budget of Divisions.
* Monitoring and controlling the costs of activities under different projects. Monitor revenue growth and margin.
* Monitoring the liquidity in banks accounts, management of Daily working capital & liquidity planning. Letter of Credit, bank Guarantee, Performance bound& other banking transactions.
* Accrual, prepayment, bank reconciliations, all adjusting entries, monthly reconciliations of accounts receivable & accounts payables have been done accurately.
* Ensuring the maintenance of day to day financial records & transactions as per Group policies and procedures.
* Ensuring arrangement of funds for timely Processing of payroll.
* Ensuring the proper recording of inventories and monthly adjusting entries.
* Ensure payments are collected from all customers as per due dates and deciding monthly management accounts, Ensure accounts reconcile to ledgers.
* Finalize financial statements, Trial Balance, & formulate various analyses of general ledgers & other documents for submission to external auditors.
* Participate in various internal audit reviews in the Group as directed by Group Chief Financial officer (CFO).

**2.** **CONSERO GLOBAL SOLUTIONS PVT LTD** **Sr. Accounting Specialist**

**(JAN’14 to Dec’15)**

**Key Responsibilities*:***

* Assisting with the new business process and working with Finance and Business Managers.
* [Cash](http://s.igmhb.com/click?v=U0E6MTIwNTM3Ojg5NjE6Y2FzaDo0MGViYjNjNDQ4ZDQ0NDA2MDg4OTBjNjBiMjQ3N2FiZTp6LTE3NTAtMzAwMjQ3MTM6d3d3LmZpbmFuY2V3YWxrLmNvbTozNDQzMjc6MDY3ZTc4NjFhZjI0MTI5YWFiZDQ3ZGM0M2E2MjdmOGI6NjZkNjBhNTRlZWUzNDk5M2JhNmE2ZjRmOTMxM2E4NTY6MTpkYXRhX3NzLDcyOHgxMzY2O2RhdGFfcmMsNTtkYXRhX2ZiLG5vOzo0MzU4MzQzOg&subid=g-30024713-6194142f68224a3ab6409a8c1fcba474-&data_ss=728x1366&data_rc=5&data_fb=no&data_tagname=A&data_ct=image_only&data_clickel=link&data_sid=11184152975170665880) reconciliations, payment date accounting, monthly reporting and report production, daily modeling, analysis and reporting and financial Analysis.
* Responsible for the day- to-day general ledger accounting and reconciliation, financial reporting and analysis for assigned functional areas.
* Research and resolve Business Unit(s) inquiries for assigned functional areas.
* Perform monthly balance sheet, income statement and changes in financial position/budget variance analysis
* Investigate and report to the Manager any inconsistencies or improprieties.
* Analyze data to ensure proper accounting procedures have been followed.
* Prepare financial reports, charts, tables and other exhibits as requested.
* Responsible for performing special projects to improve process efficiency and performance Projects as assigned by Management
* Provide timely, relevant and accurate reporting & analysis of the results of the division’s performance against historical, budgeted, [Forecasted](http://s.igmhb.com/click?v=U0E6MTIyNjgxOjEwNTc1OmZvcmVjYXN0OmE3OTM5NWUzNGRmN2EyOWU5NGMzOTgxZGVhY2Q3ZTI5OnotMTc1MC0zMDAyNDcxMzp3d3cuZmluYW5jZXdhbGsuY29tOjM1NjU2NDpiZTY1MGNkZjBhZDk4NzA3YWM2OWEwYWI4OGM3MTE2ZjoyZjUwNDNkMTMyNGI0OTViYjIyYjYxOTJmZTJiYjVjZjowOmRhdGFfc3MsNzI4eDEzNjY7ZGF0YV9yYyw2O2RhdGFfZmIsbm87OjUxNTc4NDU6&subid=g-30024713-6194142f68224a3ab6409a8c1fcba474-&data_ss=728x1366&data_rc=6&data_fb=no&data_tagname=A&data_ct=text_only&data_clickel=link&data_sid=11184152975170665880) and strategic planning results to facilitate decision-making toward the achievement of the budget and strategic plan.
* Maintain and develop various financial models and standard templates distributed for use by all of Finance during the planning processes, ensuring quality, accuracy and focused analytic review.
* Support Financial Planning & Analysis (FP&A) business unit analysts by being the first point of contact for issues and questions.
* Describe an insightful use of financial analysis techniques, tools, and concepts, to provide practical counsel to business area partners and management to drive business results.
* Understand and facilitate the integration of business processes, people, and relevant technology, in order to identify, configure, and communicate useful information, and to provide practical business leadership to drive business decision making across the company.
* Identify non-value added processes within the department and seeks solutions.
* Administrating Weekly calls with US counterparts
* Internal Audit
* Controlling income, cash flow and expenditure Managing budgets
* Developing and managing financial systems/models
* Carrying out business modeling and risk assessments
* Supervising staff and Liaising with managerial staff and other colleagues.
* Manage accounting and financial operations with oversight for financial reporting, account records and accounting controls of US based clients.

**3.** **INFOSYS LIMITED** **Accounting Specialist**

**(APR’10 TO JAN’14)**

**Key Performance Highlights:**

* Worked at On-site of Africa for two years.
* Preparing reports, budgets, business plans, commentaries and financial statements.
* Financial forecasting and risk analysis.
* Analyzing and reviewing annual and monthly financial accounts before they are submitted to stakeholders.
* Uploading the monthly Trial balance into Hyperion.
* Undertaking financial administration.
* Liaising with managerial staff, colleagues and clients.
* Administering payrolls.
* Ensuring compliance with taxation legislation.
* Preparation of Daily Bank Reconciliation.
* Posting all the journal entries in SAP ERP.
* Cash Application – Booking of all receipts as per Bank statement.
* Ensure timely payment of critical vendors.
* Revenue Reporting – Monthly Revenue reporting.
* Providing assistance in the report making process to the senior construction accountants.
* Revenue Assurance – Need to take care of “Zero Revenue Leakage”.
* Preparation of Inter-company Reconciliation.
* Preparation of Trial Balance.
* Upload the Trial Balance in Hyperion system.
* Retrieval of P&L, Balance sheet and MAPA in Hyperion.
* Preparation of MIS & daily dashboards.
* Monthly closing of all the statement of accounts, GL.
* Preparation of Monthly Expenses variance analysis in comparison to budget.
* Preparation of Debtors/Creditors Schedules analysis.
* Preparation of Merchant Reconciliation for timely settlements.
* Minimize risk and loss due to revenue leakage by Identifying & Understanding the risk of revenue loss / leakage

across service & revenue path for existing and new products. Elimination / minimizing such Losses by implementing mitigating processes.

* Ensure financial statements comply with internal policy and external regulations (USGAAP) while adhering to contractual obligations.
* Report directly to Finance Directors at Onsite (US) to present financial analysis results and develop strategic financial plans.
* Develop and monitor financial department policies and procedures.

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| **4. SYNTEL LTD** | **Accountant** |
|  | **(FEB’07 TO APR'10)** |  |  |
| **Key Performance Highlights:** |  |

* Worked as a part of General Ledger Team
* Monthly Accruals booking & Reversals for the recurring JEs.
* Inclusion & Exclusion of any accounts in Chart of Account based on approval from Account Manager from US.
* Reconciliation of general ledger with different accounts.
* Authorize the transfer of expenses into and out of project-related accounts
* Uploading TB to get the P&L and Balance sheet.
* Monthly Balance sheets review.
* Monthly Variance analysis
* Preparation of Debtors and creditors aging analysis on monthly basis.
* Preparation of monthly Balance sheet schedules-
* Investigate project variances and submit variance reports to management
* Confer with receivables staff regarding unpaid contract billings
* Report on project profitability to management
* Report to management on any opportunities for additional billings
* Report to management regarding the remaining funding available for projects
* Create or approve all project-related billings to customers
* Investigate all project expenses not billed to customers
* Respond to requests for more detail from customers
* Ad-hoc reporting as per client requests.
* Create and submit government reports and tax returns related to projects
* Compile information for internal and external auditors, as required

**Personal Attributes:**

* Strong emphasize on integrity, honesty, respect for others, pursuer of excellence and innovation.
* Robust time management, organization and project management skills.
* Enthusiastic self-starter, goal oriented, ready to work effectively under pressure.
* Experience at working both independently and in a team-oriented, collaborative environment
* Can conform to shifting priorities, demands and timelines through analytical and problem-solving capabilities
* Flexible during times of change
* Ability to read communication styles of team members and contractors who come from a broad spectrum of disciplines.
* Smart , Mature, Dependable
* Strong interpersonal skills

**Computer Skills**

* Conversant with various Business Computer Application Packages like Oracle, SAP, Tally, Quickbooks.
* Well versed with Windows, MS Office, Excel, Access & Internet Applications.

**Academic Qualification**

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| **Course** |  | **Name of Board/University** | **Class/Grade** |
|  |  |  |  |  |
| Master of Commerce |  | Mumbai University | First Class |
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| Bachelor of Commerce | Mumbai University | First Class |
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| HSC |  | Maharashtra State Board | First Class |
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| SSC |  | Maharashtra State Board | First Class |
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