**SANJEEV**

E-Mail: sanjeev.369195@2freemail.com

Dear Sir,

Please accept my resume for your review in regards to advertised position.

My experience 21+ years in Finance & Accounts should be of interest to rapidly growing organization like yours. I have been responsible of spearheading functions of Financial Accounting & Reporting’s, Financial Planning and Analysis, Inventory & Assets Management, Treasury, Commercial, MIS and Taxation in Companies controlling various large and complex assignments.

I have acquired skills as an enabler, strategist and catalyst with the competency to manage and control Financials Projects, Planning & Budgeting and Variance Analysis , Innovative Financial and Accounting policies in GAAP, IFRS, cash management raising finance, Inventory, fixed assets, corporate Strategies & Risk Management, Audit, Revenue Assurance, transformation & change management, ERP Implementations, compliance regulatory and statutory.

I have a passion for innovation and I am interested in joining a dynamic, fast-paced team.

I am confident I can contribute to growth and profit of company.

Best Regards,

SANJEEV

Enclosure: Resume

**SANJEEV**

**B.Sc, MBA, CPA, CGA, ACCA(UK)**

**sanjeev.369195@2freemail.com**

 **SENIOR FINANCE PROFESSIONAL**

**Experienced CFO with proven record of establishing cross-functional partnerships to deliver excellent results. Agile, strategic leader driving operations within marketing, sales, analytics and business development areas in premier companies. Accountable for budgeting and allocating resources to exceed profit and sales goals. Particularly adept at streamlining, reorganizing and leading large, staff productively.**

* **Merger & Acquisition Integration Experience**
* **Talent Selection, Development & Retention**
* **CPA Canada, ACCA(UK) certifications**
* **Strategic Financial Planning**
* **P&L Ownership & Management**
* **Budgeting, Forecasting and Adhoc Analysis**

EDUCATION

* ACCA Association Of Chartered Certified Accountants UK
* CPA Chartered Professional Accountant - Canada
* CGA Certified General Accountant - Canada
* MBA Master in Business Administration – India

**Nationality : CANADIAN**

**CAREER PROGRESSION**

|  |  |  |  |
| --- | --- | --- | --- |
| Company Name | Location | Role- Designation | Duration |
| 1 Al Sayed Group-Doha Qatar  | Doha, Qatar  | **Chief Financial Officer**  -reporting to MD/Chairman | 2015 – till date  |
| 2. Noor Specialist Hospital-Manama, Bahrain | Manama Bahrain  | **Chief Financial Officer** reporting to Chairman | 2014-2015 |
| 3. Ministry of Health - Ontario Canada  | Toronto, Canada | **Senior Financial Analyst**  reporting to Director (F) | 2010 -2014 |
| 4. Ministry of Government Services Ontario | Toronto, Canada | **Oracle Business Analyst** | 2008 -2010 |
| 5. AT&T-Toronto Canada | Toronto, Canada | **Senior Financial Analyst** | 2006 - 2008 |
| 6. Abu Dhabi Water & Electricity Authority | Abu Dhabi, UAE | Head of General Ledger | 2000 - 2004 |

**SKILLS  & CERTIFICATIONS**

* Oracle E-Business Suite R12 / 11.5.10.2  PO, iProcurement, Sourcing, iSupplier Portal, Procurement, AP,iExpenses,Cash Management, General Ledger, Fixed Assets & System administration
* Oracle Financials 11 i Certificate Concourse Information Technology Mumbai, Specialized training in GL, AP,CM &
* Oracle Fixed assets from Oracle University, Abu Dhabi.
* Oracle Advanced Collection , Oracle Procure to Pay Certificate from Oracle Canada.
* Microsoft Certified in Excel & Access , Hyperion Planning, Essbase, Smartview

**ACADEMIC EXPERIENCE**

2010 to 2013 : Visiting Faculty – Sheridan college of Science & Technology Brampton Canada

2008 to 2015 : Marker, Assessor – Chartered Professional Accountant of Ontario, Canada

## PROFESSIONAL EXPERIENCE

## **Al Sayed Group, Qatar**  Apr 2015 - till date

**Chief Financial Officer**

**(Group of 6 entities in Facilities Management, MEP &Construction, Real Estate, Restaurant, Catering and Ice Cream Mfg)**

* Provide leadership to the group’s finance, procurement, Inventory /stores, HR , IT, Sales and legal teams
* Accountable for all aspects of the Group’s financing activities, financial investments, and financial management

of investment properties

* Oversee treasury activities such as inter-company lending, cash management, borrowings, placements, trade facilities, etc., ensuring compliance and value enhancements.
* Devise financing strategies; source, evaluate and negotiate financing options for the Group
* Responsible for cash flow planning, monitoring, control and forecasting; and give advice on the liquidity and

cash flow aspects of the Group’s short- and long- ranged planning.

* Developed a model to deploy strategic plan and annual budgets for long term planning
* Oversee preparation and presentations of Budgets & strategic plans for Board Meetings
* Partnered with Chairman and MD for acquisition of new business, diversify group business/stream
* Develop organizational strategies by contributing analysis, and recommendations to enable acquisition
* Review and monitor capital structure, dividend capacity, return on investment and cost of capital, with an aim

 to maximize shareholders’ value.

* Developed a new customer segmentation model, increased sales, enhance key customer focus
* Improved internal commercial capabilities and awareness for agreements, contracts and obligations
* Establishing functional objectives in line with organizational objectives, Manpower planning & HR Policies
* Develop a strategic vision “ centre for analytical excellence” by combining group capabilities
* Identified Risks and develop systematic controls to mitigate risks, legal compliance
* Develop financial strategies by forecasting capital, facilities, staff requirements;
* Maintain a system of policies and procedures that imposes adequate control over financial risk management, treasury and corporate finance activities, and payment processing.
* Manage relationship with external financial service providers, bankers, and consultants.

## **Noor Specialist Hospital, Bahrain** Nov 2014 - Mar-15

**Chief Financial Officer**

* Preparing financial statements, external and internal reports
* Provide leadership to the financial reporting team -supervising team of twelve staff on a daily basis; including scheduling, training, reviewing daily work, and providing leadership and direction.
* Review and analysis of Balance sheet accounts, ensuring collections from insurance
* Finalization of Accounts and MIS Reports - Supervise monthly closing of accounts, analyze and finalize, Analyze Actual Monthly Results and circulate to all shareholders,
* Review Balance Score Card and other reports
* Analyze project profit & loss account with budget and report for variations
* Preparation of presentations for meeting of the Board of Directors

## **Ontario Ministry of Health, Canada** May 2010 - Nov 2014

**Senior Analyst - Accounting Policy & Financial Reporting**

* Preparing financial statements, external and internal reports
* Provide leadership to the financial reporting team
* Supervised team of five financial analyst on a daily basis; including scheduling, training, reviewing daily work, and

 providing leadership and direction.

* Review and analysis of Balance sheet accounts
* Monthly Closing of Books, ensuring accurate and timely completion of month-end accounting close
* Liaise with internal and external auditors to confirm appropriate documentation is provided
* Preparation of Schedules for Monthly reporting – Assets schedule, encumbrances and reports
* Maintaining the Asset register and monitoring the asset clearing account
* Maintain chart of accounts, Review of process related to Cost center changes, program changes
* Responsible for Internal Control process: Certificate of Assurance process, tracking, consolidation of responses, training ministry staff across divisions on the automated tool, documents gathering, final submission to MOF
* Review and process delegation of authority, maintaining eDA framework
* Oversee financial reporting obligations and ensured that key internal reporting deadlines are met.
* Lead the annual operating budget process and special projects related to funding and strategic initiative
* Prepare and upload monthly Actual data and forecasting data for Fiscal IQ system
* Maintain Cost center forecasting and salary forecasting timelines, update forecasting templates
* Key contact for all funding issues for financial management, program areas and hospitals, nursing homes etc

**Financial System responsibilities**

* Lead for automation of Transfer Payment, creating validations for Transfer Payment Interface, train and educate Financial Management branch staff
* Develop reports in Discoverer Plus for management requirements, Key contact for developer pPlus.
* Maintain control over financial systems and processes to ensure integrity of financial information
* Track new business requirements and system enhancements;
* Prepare business case for new business requirements
* Lead for Panorama project , Pbilling extension – developed new solutions with an objective of long term strategic goal, automating systems and reducing manual and tedious reconciliation’s.
* Leading a team of senior analysts and financial analyst for Procedure/Operations manual’s projects, maintaining

documentation, best practices, enable knowledge transfer, building capacity.

* Lead of Oracle R12 implementation, Hyperion Planning , Essbase
* Maintaining excellent stakeholder relationship – Health I&IT, Financial Management branch, Program areas by responding

 to issue, providing timely advices, initiating steps, system initiative etc

## **Ministry of Government Services, Toronto, Canada** Jun 2008 - May 2010

**Oracle Business Analyst -**

* Prepare functional design document for IFIS Credit Memo Inbound interface, worked with developers to built/design of new interfaces
* Production support for all Accounts receivable, Advanced Collection and Incentive Compensation Modules, System Integration Testing and trouble shooting.
* Review incoming change requests to determine action required, prelim analysis
* Including requirement gathering, writing and updating functional designs, testing
* Obtaining user sign off, preparing user communication and implementation.
* Review of existing workshop materials, link test documents, functional design documents
* Review daily production log, trouble shooting users issues
* Log service requests with Oracle
* Actively involved in current trends relating to OPS financial best practices, business transformation and involve in implementing, supporting and enhancing relevant business processes.
* Review incoming Accounts Receivables /Accounts Payables/General Ledger CATS tickets
* Actively participating in management meetings, evolving business requirements.
* Liaise with the Ontario Provincial Controllers Division to keep current on changes to OPS financial policies
* Actively involve in identify new opportunities to optimize business process to improve the use of the IFIS application
* Continuous communication with Oracle support team for any critical & on-going communication and discussions with users

 on how to improve the procedures in order to make their job easier and effective.

* Maintaining open communication with management, partners, stakeholders and escalated problems where appropriate in a timely manner
* Monitoring customer update errors of PCA and followup for corrections and define processes
* Configuring Oracle AR Setups new salesperson and memo-lines for various ministries
* Cu2 SAIT Production Support and testing
* EPS Link Testing for Direct Invoices and Manual Claims
* EPS Regression Testing – Direct Invoices and Manual Claims
* Reconciliation of Emergency Payment System Test and EPS Prod instances

## **AT&T ( Canada** ) Jan 2005 to Jun 2008

 **Senior Financial Analyst**

* Prepare financial statements, ensure accuracy and maintain integrity
* Ensuring accurate and timely completion of month-end accounting close
* Cost accruals, Analysis of Cost activity, Project ise profitability, variance analysis.
* Reconciliation of Balance sheet accounts
* Analysis of AR Aging and preparing AR Accruals journals and reconciliation
* Reconciliation of AR GL accounts to sub-ledger, Billing Accruals, and coordination between Billing department for audit queries.
* Responsible for General Ledger Processing, foreign currency revaluation, translation and consolidation
* Responsible for defining period end check lists, Controlling the period end procedure for Accounts payables, Project Accounting and General Ledger.
* Manage and coordinate monthly, quarterly and annual close process
* Prepare various reports for business units and US reporting.
* Prepare & analyze AR reports – US reporting package for higher management review
* Upload Billing feeds, AP invoices feeds into Oracle financials, Reconcile Billing uploads to IBS
* Responsible for the documentation and review of all processes and internal controls and disclosure controls as it relates to financial reporting and IT general controls
* Coordinate Internal Control process documentation, Measures & procedures
* Maintain control over financial systems and processes to ensure integrity of financial information.
* Maintain accounting practices through continuous review of procedures and implementation of new practices to improve efficiency and quality.
* Facilitated and lead the AR Process re-engineering, Internal control matrix
* Prepared detailed and in depth current state documentation and solution design
* Prepared and delivered end user training
* Integration of Oracle Financials AR Module with IBS – Billing system
* Prepared Process documentation of Project Accounting and associated internal controls
* Create & modify reports through FSG, Oracle Discoverer Plus & Developer for AP, AR, GL, FA and Project Accounting
* Track new business requirements and system enhancements;
* Facilitate effective change control process when necessary

## **Abu Dhabi Water & Electricity Authority , Abu Dhabi UAE**  *May 2000 to Nov 2004*

**Head of General Ledger Unit**

* Manage the accounting and finance function
* Supervised team of five accountants on a daily basis; including scheduling, training, reviewing daily work, and providing leadership and direction.
* Review and analysis of Balance sheet accounts, Monthly Closing of Books, preparing financial statements
* Preparation and analysis of financial results, Prepare annual financial plan and periodic forecasts;
* Identify any ongoing issues that affect financial reporting; Analyze financial data for trends, opportunities, and weaknesses;
* Communicate with external contacts and internal personnel to resolve open issues;
* Manage the preparation and ensure timely completion of monthly, quarterly and annual financial statements in compliance with IAS and company accounting
* Monitor cash flow requirements, Prepare regular cash flow projections for management review, Act as liaison with bank staff on all banking matters
* Participate in the development and implementation of internal systems, procedures and controls;
* Participate in the recruitment, selection, training and development of accounting personnel;
* Review and analysis of Work in progress account, Bills of Material, Retention creditors, Advance to contractors, projects invoices and payments.
* Review Bank Reconciliation, Inter-company Reconciliation, Accruals Accounts.
* Review Inventory reconciliation, Inventory control, valuation of stocks.
* Analysis of variances Budget Vs actuals, compile annual budget, Upload Budgets – Capital, Operating and development budgets - Oracle financials
* Review fixed assets register and schedules, run Depreciation –Oracle Financials, Inventory Ageing Analysis, Inventory Valuation- Weighted Average costing
* Maintaining Chart of Accounts, System Administration responsibilities
* Create and update FSG reports for variance analysis- budget Vs actuals,
* Team lead for Oracle- Maximo reconciliations. Weighted Average Prices
* Review of monthly departmental expense analysis, focusing on key variances, cost drivers and explanations; including liaison with functional leaders;
* Review and submission of regulatory accounting statements;
* Ensure that sales & cost reports are prepared accurately & on a timely basis;
* Ensure that sales & cost reports are prepared accurately & on a timely basis;
* Lead the budget/annual plan preparation, consolidation and analysis; oversight of budgeting software; including liaison with centralized resources;
* Upload budgets in Oracle Financials : Capital, Operating and Development Budgets
* Create and maintain Budget Vs Actual reports through FSG , Analysis of Budget Vs Actual variances
* Authorization for expenditure analysis, including initial viability and post audit review process;
* Hire, train and develop Financial Analysts as well as further develop the organization's analytical capacity;
* Support & participate in department objectives through ad-hoc projects

## **Maharashtra Antibiotics & Pharmaceuticals, India** 1996 to 2000

**Accounts Officer**

## **Lloyds Steel Industries Limited, India** 1994 to 1996

**Assistant Accounts Officer**