NAZIR

Sharjah, UAE

[Nazir.371703@2freemail.com](mailto:Nazir.371703@2freemail.com)

#### **OBJECTIVES:**

To be part of an organization where I will be able to achieve professional growth, as well as contribute to the development of the organization through dedication, efficient use of my skills and professional instinct.

#### **EDUCATIONAL QUALIFICATIONS:**

* **Master of Business Administration in Finance (2014)**

Madurai Kamaraj University, Tamil Nadu, India.

* **Bachelor of Commerce (1996)**

Govt. Arts College, Univesity Of Kerala, India.

* **Pre-Degree (1993)**

Govt. Arts College, Univesity Of Kerala, India.

COMPUTER LITERACY:

Certification in Computerized Financial Accounting (Tally, Peachtree etc.)

M.S. Office and CRM, ERP, MIS applications.

**EXPERIENCE SUMMARY:**

* 15 years of Finance & Accounts related job experience out of which 9 years in UAE.
* Hands on experience in Project Finance, Accounting, Costing, Cost controlling experiences in MNC’s.
* Hands on experience in Success full implementation of Accounts & Inventory management systems more than 200 clients including supermarkets, financiers, schools, wholesale and retail outlets, paint and hardware shops, jewelers etc in India.
* Proven skills in client interaction, team coordination and requirement analysis and learning skills. Good knowledge in financial, accounts and inventorial matters. Ability to meet deadlines and cope with stress.

**Present Employment:**

***Supply Chain Officer*** *Nov’16 – Present*

M/s. National Catering Company, Abu Dhabi, UAE

(Leading Catering and integrated supply chain solution provider)

Responsibilities:

* Co-ordination of Supply Chain administration
* Assist Chief Operating Officer
* Review the reports & Analysis
* Monthly P&L Review and analysis
* Budget variance analysis.
* Ensure and maintain Balance Score Card & KPIs
* Policy & Procedure implementation & follow up.
* QHSE Audit and Inventory Audit.

**Employment History:**

## **1.** Asst. Manager - Accountant and Administratoion Mar’13 – Oct’16

**M/s. First Class Building Contracting, Sharjah, UAE**

(Property Leasing, Facilities Management, Real Estate, and Civil Construction)

Responsibilities

* Lease management, Project & Finance management
* Preparations of Financial statements, PDC Management & Reconciliation.
* To generate Project status report & Project Cost Report.
* To generate Sub-contractor WIP Analysis report.
* To Measure the project resources as per our project budget or dry cost especially Manpower, Equipment and Material.
* Preparation & Implementations of suitable Accounting process and procedures.
* Project management analysis and reconciliations.
* Budgetary control and Variance Analysis.

## **2. Tax Consultant** Apr’12– Dec’12

**M/s. Praveen Associates, Trivandrum, Kerala, India**

(Tax Consultant in Sales Tax, VAT , Excise Duty& Service Tax)

Responsibilities

* Co-ordinate client and tax department
* Liaison with banks, Tax Authorities, and other Govt. Authorities .
* Helps to File the Return of Tax including e-filing (online).
* Advisory of clients regarding financial and taxation matters

## **3.** Asst. Manager - Accountant and Administratoion Apr’08– Feb’12

**M/s. Turner And Miller International L L C, Dubai, UAE,** [**www.turnerandmiller.ae**](http://www.turnerandmiller.ae)

(HVAC / MEP Contractors)

Responsibilities

* Co-ordinate and manage the accounting team
* Liaison with banks and other Govt. Authorities like bank guarantee, LC etc.
* Verification fund flow, cash flow, GL etc.
* Monthly, Yearly Budgets preparation and variance analysis
* Preparation of ad hoc & periodic reports to the top level managers.
* Co-ordination with site managers, Pay roll & WPS activities etc.
* Produce timely and reliable management information reports on a daily, weekly, monthly and yearly basis.
* Coordinate and assist in the preparation of annual budgets and periodic forecasts. To investigate variances against budgets / forecasts and provide analysis of variances.
* Preparation of monthly MIS and assist in conducting monthly management meetings to discuss variances against budgets / forecasts and follow-up on action plans, as required.
* Office Management, Administration and implementation of procedures.

## **4.** Finance Domain Consultant Aug’07– Mar’08

**M/s. Argent Development Pvt. Ltd., Technopark, India,** [**www.argent.com**](http://www.argent.com)

(Software Development and Services)

Responsibilities

* Domain consultancy to the developers in finance, accounts and inventory related projects. Requirement study and analysis,
* Documentation related to Database, GUI and Reports.
* Functionality testing of application (pre-QA).
* Preparation of periodic reports to the managers.
* System implementation to the client side.

## **5.** Finance Domain Consultant Oct ’03 – Jul ‘07

**M/s. M2 Software Dev & Exports Pvt. Ltd., Technopark ,India,** [**www.m2india.com**](http://www.m2india.com)

(Software Development and Services)

Responsibilities

* Manufacturing process implementation and training to their hardware manufacturing division.
* Maintenance of the books of accounts in the Computerized Accounting Package
* Internal auditing and reconciliation of registers.
* Vendor identification, negotiation and safety stock maintenance.
* Preparation and filing of periodic returns such as TDS, VAT, Service Tax returns.
* Supporting the Finance Manager in handling the matters relating to Accounts, Taxation and other Company statutes.
* Support in preparation of the Annual Accounts and liaising with Auditors.

## 6. Finance Executive Aug’00 – Jul ‘03

***M/s. Final soft Solutions Pvt. Ltd.****, Trivandrum, India*

(Software Development and Services)

Responsibilities

* Handling the daily Accounting works including A/P & A/R.
* Consultancy to the clients on financial & statutory needs, process implementation and staff training on inventory and accounts management.
* Preparation of finance reports and analysis to be given to senior management
* Preparation and filing of periodic returns such as TDS, Service Tax, Vat Etc.
* Pay roll management and transacting with the bank.
* Support in preparation of the Annual Accounts and liaising with Auditors

## 7. Accounts Clerk Mar ‘98– Jun’00

## **M/s. S.K.P & Sons , Manufacures of Furniture**, Trivandrum, India

Responsibilities include:

* Handling the daily Accounting works
* Maintenance of the books of accounts (manually).
* Maintenance of manufacturing inventories.
* Vehicle and staff maintenance.
* Supporting the Accounts Manager in handling the matters relating to Accounts, Taxation and liaising with banks
* Support in preparation of the Annual Accounts and liaising with Auditors

**LANGUAGES:**

* English
* Hindi
* Malayalam
* Tamil

**SKILLS:**

* Under Standing of various business cycles including financial, accounting, production, enterprise resource planning.
* Effective Time management, Communication & interpersonal skills.
* Excellent Accounting, Costing, Estimating, Analytical & Administrative Skills
* Expert in MS Operating Systems & Databases.
* Supervisory & Managerial Skills

**Reference:**

Will be furnished on request

**Availability**

Notice Period: Can join immediate

**PERSONAL DETAILS**

Date of Birth : May 30, 1976

Sex : Male

Martial Status : Married

Nationality : Indian

Languages Known : English, Malayalam,Hindi & Tamil

Passport Validity : Aug 13, 2022

Place of Issue : Trivandrum, Kerala

**Holder of Valid UAE Driving License**

I do hereby declare that all the facts stated above are true to the best of my knowledge and belief.

**Place:** Abu Dhabi

**Date:** 31st July 2017  **NAZIR**