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|  | **ARIF**Accounting & FinanceCompetent professional leveraging **nearly 7 years** of **national & international experience** to achieve optimal economic capitalization through strategic planning and relationship management.  arif.371872@2freemail.com  |
|  Profile Summary |
| Highly accomplished & focused **Senior Accountant** with proven competencies in financial planning and expertise in fostering productive partnerships with clients. Currently associated with **Emirates Neon Group L.L.C, United Arab Emirates Sharjah.** Possesses multiple skills covering many financial areas such as cost control principals, ledger analysis, financial statements, budgeting and auditing practices. Recognised by peers, subordinates and senior leadership for tenacity and the capability to maximise access, share and feasibility with stringent internal controls and financial analysis. Key strategist in financial reporting, cost analysis and quarterly forecasting. Generated improved cash flow through applying thorough collection policies, closely observing accounts payable and working with management to reduce inventory costs. Results-driven global professional acknowledged for sound decision-making & analytical capabilities, business acuity & problem-solving skills. |
|  Education |
| * Pursuing Certified Management Accounts from National Academy, UAE
* B.Com. from Avadh University Faizabad, India in 2009 with 58%
* Industrial Computer Accounting Course in 2009
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|  Workshops / Seminars |  Area of Excellence |
| * Seminars on International Financial Reporting Standards
* Workshops on Time Management

 Soft SkillsCreativityTime ManagementPersonality DevelopmentCommunicationCoaching & MentoringMotivatorEmpathyNegotiation Technical Skills* Accounting Packages, Tally ERP 9.0 Busy, Ace, UNIX Tiny Term Database Software
* In-house modules for Billing, Inventory & Production Management
* MS Office, Outlook, Gmail & Access
* Computer/PC Analyzing & Troubleshooting
* Technical knowledge on latest technology and brands.

 Personal Details**Date of Birth:** 16th December 1988**Languages Known:** English, Arabic, Hindi, Urdu |

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|  Accounting |
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|  Financial Planning & Analysis |
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|  Branch Financial Operations |
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|  Controllership  |
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|  Cash Management |
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|  IFRS & IGAAP |
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|  Treasury Operations |
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|  Accounts Payable & Receivables |
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|  Reporting |
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| **D** Career Timeline**Oct’07 – Aug’09****Sept’09 – Dec’10****Feb’11 – Mar’14****Aug’14 – Present****India, 2007****Jr. Accountant****Sharp Cables & Connections****Oman, 2009****Accountant****Al Diwani Omani Sweets** **Kingdom of Saudi Arabia, 2011****Sr. Accountant/Purchase Executive****Saudi DAF Trading Est.** **United Arab Emirates, 2014****Sr. Accountant****Emirates Neon Group LLC**Work Experience  **Emirates Neon Group L.L.C, United Arab Emirates as Senior Accountant**(*ENG specializes in a variety of media products, in addition to industrial and signage products. ENG media portfolio spans outdoor media and shopping mall media solutions across the Gulf countries and in other markets in Africa)***Emirates Neon Group****Since Aug'14 - Present****Reporting to Finance Manager and Board of Directors*** Performing GL maintenance through finalization of accounting entries to ensure timely closing
* Monitoring preparation & reconciliations of receivables, payables and bank accounts
* Undertaking accounting of monthly debit notes including inter-company invoices
* Administering positioning of the firm ’s cash and anticipating challenges arising from limited cash flow
* Preparing:
* Cash, revenue & expense budgets with forecasts as well as future cash forecast
* Monthly payroll sheets and purchase order as per the item movement
* Reports on branch revenues & expenses for apprising the management of progress
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| **Emirates Neon Group****Since Aug'14 - Present****Saudi DAF Trading Est.****Feb’11 – Mar’14** Previous Experience**Sept’09 – Dec’10****Oct’07 – Aug’09** | * Rendering assistance to statutory auditory auditors of the company with interim schedules and spreadsheets
* Creating & submitting different financial reports as per the compliance and requirement of management
* Reviewing financial statements like Profit & Loss, A/R, A/P and G/L entries and reconciliations for head office and branches
* Coordinating with banks on transfer of funds to collection accounts
* Evaluating financial charges and implementing control measures that would minimize the amount of cash lost
* Opening new LC’s and contracts with bank

**Saudi Daf Trading Est., Saudi as Senior Accountant / Purchase Executive** *(Sub dealer of Ismaiil Abudawood Trading Company)* **Reported to Accounts Manager & Managing Director****Responsibilities:** * Budgeting and forecasting expenses & revenues of branches
* Analyzing & controlling monthly expenses & revenues of branches
* Review Profit & Loss Statements of head office and branches
* Controlling of Accounts Receivable
* Supervising & handling branches financial matters.
* Preparation and submission of different financial reports as per requirement
* Controlling daily exposure or positioning of the firm’s cash.
* Preparing for future cash forecasting.
* Analyze and possibly prepare A/R, A/P, and G/L entries and reconciliations.
* Correspondence with banks regarding transfer of funds to collection accounts.
* Analyze the financial charges and adopting some control measures that would minimize the amount of cash lost.
* Forecasting cash payments and anticipating challenges arising from limited cash flow.
* Opening of all new LC’s and contracts with bank.
* Preparing Purchase order according to item movement
* Reconciliation of all banks with cash book on a weekly basis. requirement of management

**Accomplishments:*** Established zero balance accounts that managed the disbursement process and minimized balances in accounts with banks such as Emirates NBD Bank ,Mashreq Bank, Habib Bank, Al Rajhi Bank ,Riyad Bank
* Assisted in negotiating and structuring of financing programs to support Letter of Credit (L/C) requirements
* Consolidated for the cash collection system which resulted in annual cost saving.

**Al Diwaniya Omani Sweets, Oman as Accountant** *(A large sized Manufacturing industry; specializing in Sweets & Perfumes)***Reported to Finance Manager****Sharp Cables & Connectors, India as Jr. Accountant***(A large sized FMCG industry; specialization in Consumable Items)* **Reported to Chief Accountant** |
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