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**ABDUL**

[**ABDUL.372438@2freemail.com**](mailto:ABDUL.372438@2freemail.com)

M.Com; CA Final; CMA Intermediate; CS Executive

**CAREER OBJECTIVE:**

To be a part of an organization where I can grow in terms of knowledge, skills and attitude and put to an effective use of my analytical abilities and professional competence in the areas of Finance, Taxation – National and International *viz; Transfer Pricing, Arm’s length Price, etc.*, Financial Reporting’s (IFRS), Auditing and Strategic Management, so as to align self-development with organizational development.

**CORE COMPETENCIES:**

Have 10+ years’ experience in Accounts, Finance, Audit, Taxation, Cost management, MIS, Budgeting, Fund management and Planning, Preparation of Annual and Interim Financial Reporting (SFS) including Consolidated Financial Reporting (CFS). Compliance to various Statutory and legal matters relating to Statutory audit, Internal audit, Tax audit, Vat audit, Bank Audit, Complying Consortium Bank Meeting, Fund raising from Banks and credit monitoring. Meeting all Statutory compliances relating to VAT, TDS, Service Tax, Excise duty before due date. Attending and representing before Tax Authorities. Controlling costs and monitoring for same.

**SUMMARY OF PROFESSIONAL WORK EXPERIENCE:**

**Finance Manager Sept 2016 – Present  
Caiman India LLP, Mumbai, India**

**Responsibilities:**

* Heading finance functions, determining financial objectives, designing & implementing systems, policies and procedures to facilitate internal financial control
* Managed the corporate finance tasks including all financial management and statutory accounting and reporting
* Supervising the preparation of monthly financials, evaluation of projects based on cost benefits analysis to arrive at its financial and commercial feasibility
* Responsible for the preparation of monthly financial results, budget, and quarterly forecasts, and completion of the reporting requirements
* Perform detailed analysis of accounts, prepare month-end reports, and presented findings to top level management
* Monitoring stock levels and performing inventory reconciliations
* Provide supervision of the annual internal and external audits
* Preparing Financial Statements as per Ind-AS and IFRS as recommended by ICAI and as notified by the ministry of Corporate Affair, India.
* Administering financial statements including trial balance, profit & loss accounts, age-wise accounts payables & receivables statements and balance sheets
* Act as coordinator and go-between for corporate office & brokers in the development of company insurance policies
* Suggest modifications and improvements to existing processes and help in the evaluation of such changes. e.g. GST
* Implementing systems, procedures & manuals for preparation & maintenance of statutory books of accounts & financial statements and ensuring compliance with the statutory requirements
* Managing payroll processing function involving computation of salaries, attendance, leave, fixed & variable entitlements and filing of Income Tax, PF, TDS and other statutory returns
* Computing & arranging for timely deposit of taxes (Income Tax, Sales Tax, Service Tax, VAT and GST); filing the returns for timely completion of assessment and ensuring statutory compliance
* Handling preparation of MIS reports and reconciliation statements as well as undertaking analysis for key indicators to assist top management

**Executive - Accounts and Finance - Processed Foods Dec 2013 to Mar 2016**

**Indagro Foods Private Limited, Group Company of Allana, Mumbai, India**

**Key Responsibilities:**

* Preparing Financial Statements as per Ind-AS and IFRS as recommended by ICAI and as notified by the ministry of Corporate Affair, India.
* Controlling Indirect Taxation matters (especially VAT/CST/Service Tax) across India.
* Appearing before statutory authorities up to Tribunal and resolved successfully assessment / appeal / Remand Cases.
* Appearing before VAT/CST authorities for assessment & appeal cases.
* Managing statutory records at Branches across India.
* Successfully managing internal & external audits.
* Giving statutory guidelines to other department of the company.
* Reconciliation of VAT/CST Accounts on timely basis.

**Senior Accountant May 2011 to Dec 2013**

**Your Fitness Club Private Limited*,* Mumbai, India**

**Key Responsibilities:**

* Handling the tasks of preparing and analysing budgets and financial reports
* Preparing and analysing monthly operating results for each department, costing and margins
* Establishing and monitoring internal controls and ensured that accounting activities are in accordance with legal, government and company policies
* Ensuring that the accounting procedures of the company confirm to the accepted accounting principles
* Managing the reporting requirements, processes and procedures for capturing, maintaining, and reporting accurate data among provider agencies.
* Preparing financial information viz. balance sheets, profit and loss statements and cash flow statements, performed financial analysis.
* Communicating with banks, financial advisors of the group to explain results of the group as reported in financial statements.
* Communicating with franchisers, investment bankers to bring franchisees/equity financers for company.
* Management of audit process, business development, people development.
* Performed high level reviews of financial statements to identify financial reporting issues and drive resolution of these issues.
* Ensuring that all statutory filings are filed in a timely manner.
* Responsible for processing payroll in a timely manner
* To look after daily operation of financial department
* Serving as a custodian to safeguard the financial assets of the organization

**Article / Audit Assistant** **Jun 2008 to Oct 2010**

**M. J. Kapadia & co. (Chartered Accountants), Mumbai, India**

**Key responsibilities:**

* Assisting the Internal, Statutory and Tax Auditors with their queries and ensure timely completion of the same
* Maintaining Books of accounts up to Finalization
* Preparation of Balance Sheet and Profit & Loss Accounts in Schedules Provided by the Companies Act 2013
* Calculation Depreciation as Per Income Tax and Companies Act in all the methods (Straight Line, WDV, etc.)
* Scrutinizing and processing of Expenses Reimbursement Claims
* Preparation of Reports in respect of Outstanding Debtors, Creditors and Stock.
* Preparation of Monthly Bank Reconciliation Statement
* Handling banking affairs
* Preparation and E-Filing of Income Tax Returns of Individual and Corporate clients (e-return)
* Attending Income Tax cases in response to Notices, Handling Income Tax Scrutiny cases.
* Attending TDS Notices
* Computation and filling of Income Tax returns, Advance Tax, Wealth Tax Returns and e-TDS returns
* Computing TDS amount (as per rate applicable)
* Handling e-payment of Service Tax and Tax Deducted at Source through online Banking.
* Indirect tax Services like Service Tax, VAT.
* Filing e-TDS quarterly returns
* Computing Service Tax, M-VAT
* Conducting Tax Audit and Statutory Audit of Multi-National Company in terms of requirement of relevant IAS (International Accounting Standard).
* Obtaining Certificate of Incorporation from Ministry of Corporate Affairs
* Preparing audit reviews after detailed checking of the client accounts
* Solve all complex auditing issues within the framed time
* Design, manage, and ensure the accuracy of the financial statements

**Article / Audit Assistant Sept 2007 to May 2008**

**H. H. Topiwala & co*.* (Chartered Accountants), Mumbai, India**

**Responsibilities:**

* Assisting in carrying out quality audit and other assurance services to clients in a specific industry sector.
* Identify and communicate accounting and auditing matters to managers and partners
* Identify performance improvement opportunities
* Interact with clients to help ensure that the information flow from the client to the audit team is efficient
* Assisting with the preparation of financial statements, footnote disclosures and management letter comments.
* Assisting with engagement administration including audit programs, budgets and engagement letters

**Accounts and Audit Assistant Aug 2004 to Sept 2006**

**Vakharia & Co*.* (Chartered Accountants), Mumbai, India.**

**Responsibilities:**

* Keeping a track of the client's accounts and assisting them about their routine accounting functions
* Preparing audit reviews after detailed checking of the client accounts
* Prepare and analyse all accounting and financial records
* Coordinate with the clients to perform tests on all internal controls of the organization
* Prepare financial reports and suggest the appropriate estimates
* Ensure that all the transactions are undertaken with respect to the laws decided by the government
* Developing professional relationship with the clients

**EDUCATION AND CREDENTIALS:**

* **PROFESSIONAL DEVELOPMENT:**
  + - ***Chartered Accountant [CA] – Final Level – Appeared – May 2017***

Institute of Chartered Accountants of India (ICAI), New Delhi, India.

* + - ***Cost and Management Accountant [CMA] – Intermediate Level – June 2017***

Institute of Cost and Management Accountant of India (ICMAI), Kolkata, India.

* + - ***Company Secretary [CS] – Executive Programme – June 2017***

Institute of Company Secretary of India (ICSI), New Delhi, India.

* **ACADEMIC DEVELOPMENT:**
  + - ***Master of Commerce in Finance and Accounts (2008)***

University of Mumbai, Mumbai, Maharashtra, India

* + - ***Bachelor of Commerce in Finance and Accounts (2006)***

University of Mumbai, Mumbai, Maharashtra, India

* **TECHNICAL PROFICIENCIES:**

Functional knowledge of Microsoft Office, Accounting & taxation Software’s viz;

* + Tally ERP
  + Oracle Business Application
  + SAP
  + Microsoft Advanced Excel
  + Microsoft PowerPoint
  + Microsoft Word
  + MIS – Enterprise Resource Planning System

**AREAS OF EXPERTISE INCLUDE:**

● Strategic Planning and Decision Making ● Budget Planning & Forecasting ● Financial Analysis & Reporting ● Cash Management ● Performance Management & Measurement ● Team Building & Motivation ● Revenue Cycle Management ● Entrepreneurship ● Policy & Procedure Development ● Cost Control & Reduction ● Public Relations ● Business Process Improvement / Reengineering ● Variance & Trend Analyses ● Financial Markets ● Market Share Expansion ● Treasury & Finance Management ● Investment Management

**CORE SKILLS AND ABILITIES:**

* ***Corporate accounting skills and knowledge***Ability to compile, verify, analyze, interpret and disseminate critical financial data (actual, forecast and budgeted) to all major stakeholders and in multiple currencies. Experienced in acquisition accounting and mergers, competent in statutory reporting and tax related tasks.
* ***Systems implementation***  
  Successful implementation, analysis and management of new accounting systems and procedures, including systems integration and staff training.
* ***Communication and leadership skills***Communicate effectively to build relationships both internally and externally, develop strategic partnerships and provide advice at all levels of management. Proactive leadership style to meet strict deadlines and maintain a team under pressure.
* ***Other Personal skills:***
* Ability to work in a team environment
* Optimistic positive thinking
* Initiative and desire to excel
* Strong accounting and system knowledge
* Capability to supervise the work of others

**PERSONAL DETAILS:**

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| Date of Birth | August 25, 1983 |
| Gender | Male |
| Marital Status | Married |
| Nationality | Indian |
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| Religion | Islam |
| Language Known | English, Hindi, Urdu |
| Visa Type & Visa Validity | Visit - September 30, 2017 |
| Current Address | Mussafah, Abu Dhabi |