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|  | **Curriculum Vitae Masdhan** |
|  | [**Masdhan.376222@2freemail.com**](mailto:Masdhan.376222@2freemail.com) **Whatsapp +971504753686 / +919979971283**  **Cover Letter:**  **The HR / Recruitment Manager,**  **Dear Sir / Madam,**  **348370422**   |  | | --- | | **Quick Data to HR for Initial Shortlist Requirement:**  **Qualification : M. Com., B. Ed., P.G. Diploma in Personnel Management (HR)**,  **Gender :** **Male,** **Date of Birth & Age:** **08-Jun-1969 – 48 Years,** **Nationality :** **Indian,**  **Experience :**  **26+ Years (19 Years in Dubai, UAE & 7 Years in India),** **Languages :** **English, Tamil, Hindi**  **Driving : Light License – Dubai, UAE and India,** **Joining Time: Immediate** |   I wish to avail this opportunity to present my candidature for the post mentioned in the subject of this email as advertised in newspaper/ websites.  I am currently employed as a **CFO / Group Finance Manager in M/s. MAK Holding L.L.C, Dubai-UAE**. I believe that the skills and experiences I have gained at this position make me an ideal candidate for this position in your reputed organization.  I have a professional educational qualification of **Master of Commerce & Accounting, Bachelor of Education in Accounting, Post Graduate diploma in Personnel Management (HR) and Bachelor degree of commerce and Accounting** from reputed universities in Tamilnadu, India.  I have a strong grasp of finance procedures as well as the laws and governance surrounding corporate finance and also having experience in requirements of fulfill **VAT and Corporate Taxation** at government authorities. My analytic time-management and communication skills are excellent allowing me to manage the numerous duties of Finance Manager with ease.  In brief, I have a professional experience of totally **26+ years (19+ years in Dubai-UAE & 7years in India)** in the field of **Finance & Accounting, Internal Auditing and Human Resources** etc., in different line of business like **Trading, Contracting and Civil Engineering, Real Estate, Manufacturing, & Facilities Management, Hospitality, FMCG, Logistics and all service sectors** and to getting finance facilities from reputed banks. Expert in comply audit procedures and their requirements and having previous experience with Big 4 audit firms.  Also, I have a well application & operating knowledge of computer and expert in **SAP Fico, Oracle Finance & Tally ERP9** accounting packages and **MS Office (Excel, Word & Power Point)** general computer application. Moreover, having full implementation experience in new accounting package.  In this context, If required to relocate for this position; I am **ready to relocate** to your requirement’s place and the initial interview will be conducted through telecom/video conference.  I’ve pleased to providing my detailed resume below for your kind information & consideration. Hope, my profile will meet your current requirements for this position and looking forward to receive your favorable reply very soon.  Thanking you,  Best Regards,  [**Masdhan.376222@2freemail.com**](mailto:Masdhan.376222@2freemail.com) **Whatsapp +971504753686 / +919979971283** |

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| **CURRICULUM VITAE MASDHAN**  **-Contribute towards the Growth and long run prosperity.**  **🖂** [**Masdhan.376222@2freemail.com**](mailto:Masdhan.376222@2freemail.com) **Whatsapp +971504753686 / +919979971283** | |
| **Personal Profile:**  Date of birth:08/06/1969  Age : 48  Gender : Male  Nationality : Indian  Religion : Islam  **Languages Known:**   * English * Tamil (Mother Tongue) * Hindi * Malayalam   Marital Status: Married  Expiry Date:29-Jun-2023  **U.A.E Visa Details:**  Visa Type : Employment  Expiry Date: 07-Jun-2019  Contract Type: Un Limited  Transferability: Available (Completed more than 2 yrs)    **UAE Driving License: Light**  **References**: will be provided upon request. | **Career Objective:**  Seeking a very challenging and responsible position preferably as a **Chief / Senior level of position** in the function area of **Finance & Accounts, Human Resource (HR) & Admin and Audit** departments. Having well experience in different line of business industries like **Manufacturing, Contracting, Civil Engineering, Real Estate, FMCG, Logistics, Scrap & Waste Handling, Investment & Financial, Hospitality, Oil & Gas and Trading (import & export) and all other service sectors**.  **Educational Qualification:**   * **1995 – M. Com., [Master of Commerce & Accounting****]** from - Madurai Kamaraj University, Tamilnadu, India * **1993 – B. Ed., [Bachelor of Education in Commerce & Accounting]** from- Bharathiar University, Tamilnadu, India * **1991 – P.G. Diploma in H.R., [Personnel Management] -** from Annamalai University, Tamilnadu, India * **1990 – B.Com., [Bachelor of Commerce & Accounting] –** from Madurai Kamaraj University, India.   **Computer Skills:**   * Excellent implementation & working knowledge in **SAP-FICO.** * Excellent operating and working knowledge in **Oracle**. * Excellent Operating & Working knowledge in **Tally ERP-9.** * Knowledge in **Quick books**, **Peachtree & DAC Easy.** * Proficient in **Ms Office** **(Ms Excel, Word & Power Point)**   **Special & Functional Skills:**   * **Finalization of Accounts, Financial Reports and MIS.** * **Planning, Forecasting, Budget, and Cash & Fund Flows.** * **External Auditing and getting financials on time.** * **Internal Controls, Vouching, Internal Audit & Report.** * **Getting Finance facilities from bank & Negotiation.** * **Recruitment, Appraisal, Payroll, WPS and HR Function.** * **AR Review, Follow-up, visiting clients and collection.** * **AP Review, Co-Ordinate Vendor, and plan for payment.** * **Registration & Return Filing of Corporate Tax & VAT.**   Page-2/6 |

**PROFESSIONAL EXPERIENCE: [TOTAL: 26+ Years (19+ Yrs in UAE&7yrs in India)]**

**Professional Experience in Dubai, U.A.E (19+ Years):**

Period**:** From **September 2010 to at present (7 years)**

Company:  **MAK Holding L.L.C - Dubai -UAE**

(A Member of **Al-Ghurair Family**)

[A leading multinational corporate group of companies involved in Industrial Contracting, Construction & Engineering, Logistics, Trading & Shippingand various fields in UAE, Qatar & Oman. Please visit more details at [www.makintrade.com](http://www.makintrade.com) / [www.apbava.com](http://www.apbava.com)]

Position **: Group Finance Manager**

Reporting to : **C.E.O and Management**

Place : **Dubai – UAE**

**Job Role at MAK Holding:**

* Generate & timely submission of financials and periodic MIS reports to the management.
* Prepare budgets, business projection and cash & fund flow for well fund management.
* Review, co-ordinate with customers and follow-up for collection of accounts receivables.
* Prepare required documents and arrangement of Finance Facilities from reputed bankers.
* Regularly co-ordinate with CEO to review operation & project activities.
* Co-ordinate with commercial team for preparation of Project Quotes.
* Review of quotation & purchase process and approval of payment terms.
* Co-ordinate & comply requirements of internal & external auditors.
* Liaise with bankers, customers and suppliers.
* Review account head analysis, bank reconciliation and other reconciliations.
* Approves all journals and accruals prepared by accountants for month & yearend closing.
* Review internal and external auditing schedules & plan audit activities.
* Provide timely explanations of variances between actual results and forecasts/budgets.
* Review and approve payroll payments through WPS and Leave & End of service benefits.
* Review and approve all payments and receipts.
* One of Authorized Signatory for all bank accounts in the group.
* Co-ordinate with IT and request for different reports as required by management.
* Co-ordinate with HR & Admin for recruitment and implement of company bylaws.

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**Period: August 1998 to August 2010 (12 years)**

Company:  **ETA – STAR- ASCON Group of Companies – Dubai - UAE**

[A leading multinational corporate group of companies having lot of divisions in 15 vertical line of business and its involved in Construction & Contracting, Engineering, Real Estate, Logistics and Trading (Oil, Coal & Bulk commodities), facility management and various fields in worldwide. Please visit more details at [www.etaascon.com](http://www.etaascon.com) ]

Division handled : **Zenath Group of Companies**

[Zenath Oil Derivatives L.L.C, Zenath Paper Traders L.L.C, Zenath Contracting & Environmental Engineering L.L.C, Zenath Recycling & Waste Management L.L.C, Diamond Meat Processing L.L.C, Zenath Metal Trading L.L.C, & Zenath Trading Enterprises L.L.C]

Position **: Finance & Accounts Manager**

Reporting to : **Executive Director & Corporate C.F.O**

Place : Dubai – UAE

**Job Role at ETA –ASCON-STAR Group:**

**Preparation of MIS:**

* Preparation & timely submission of monthly & annual financial statements.
* Preparation of financial ratio analysis & comparison charts.
* Preparation of Budget, Cash flow & Projects costing.
* Calculation of target incentives and yearly bonus as per company policies.
* Preparation of MIS reports as required by superiors and management.

**Liaising and Co-ordination:**

* Liaise with Banks, customers and suppliers.
* Co-ordinate with External Auditors and fulfill their requirements for completing annual audit and getting the final audited financial statements.
* Co-ordinate with Internal Auditors, Corporate Accounts, and IT division.

**Supervise and Review:**

* Review of monthly and yearly financial statements prepared by Accountants.
* Review of all reconciliations with (bank, branch, customers, suppliers & inter-co).
* Supervise physical verification of cash, inventory & assets as per schedule.
* Monitoring of AR Collection and AP Payments.
* Supervise the day-to-day work of Accountants and Accounts Assistants.
* Review of monthly employees’ payroll and its payments.
* Review of letter of credit and bank guarantees.

**Authorization:**

* One of the authorized Cheque signatory for all bank payments.
* To implement and setup books of accounts for new business activities.
* Creation of profit center, cost center, assets and document masters.
* Carry out activities for closing of books & accounting period in the system.
* Verify & approve of Cash & Bank payment vouchers.
* Verify & approve employees’ payroll and annual benefits payments.

**As a Core Team Member for ERP (SAP implementation & Post implementation support):**

* Worked as a core-team member for SAP implementation in ETA-ASCON-STAR Group of companies for FICO Module.
* Giving training to end user for SAP Fico Module.
* Data exporting from previous accounting package to SAP Fico Module.
* Interact with other modules core team members like… MM, SD, PM, and HR.
* Troubleshooting and problem solving for end users issues.
* Co-ordinate with Corporate SAP & InfoTech teams.

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**Professional Experience in India (7Years):**

**Period:** **July 1996 to June 1998 (2 years)**

Company:  **Shriram Chits & Investments Limited- India**

[India’s leading corporate group of companies having business in the field of Manufacturing and Financial Services. Please visit more details at [www.shriramchits.in](http://www.shriramchits.in)]

Position**: Branch Accounts Manager**

Place: Karaikudi, Tamilnadu, India

**Period: July 1994 to June 1996 (2 years)**

Company:  **Asmar Enterprises Exports & Imports - India**

[A reputed company having business of Exports & Imports of various materials]

Position**: Senior Accountant**

Place: Chennai, Tamilnadu, India

**Period: July 1991 to May 1994 (3 years)**

Company:  **Prince Engineering Company - India**

[A reputed manufacturing company for producing wick-stoves and distributing to all over South India market]

Position**: Accountant**

Place: Madurai, Tamilnadu, India

**Core Job Functions as Finance & Accounts Manager:**

* Preparation of monthly and annual financial statements for management review & audit.
* Supervision of monthly financial closing and cut off procedures.
* Analysis of budget Vs actual and report to management for strategic decision making.
* Compliance of internal & external audit procedural as per schedules.
* Coordination & liaise with bank, customer, auditors & suppliers.
* Negotiate and getting of bank facilities with leading bankers.
* Review payroll and its payments through WPS system in UAE.
* Monitoring cash flow and deal out fund management as day to day requirements.
* Support to procurements for comparison of competitive offers and recommendations.
* Support to HR and Admin departments with suitable recommendations.
* Review of credit applications and control of receivables to ensure that prompt payments are maximized in shortest lead time and minimizing potential bad debts.
* Arrangement & negotiate with bank for facilities and LC payments.
* Establish & maintain implementation of accounting & internal controls and procedures.
* Formulating budgets, conducting variance analysis and implementing corrective actions.
* Formulate periodic/annual sales & expense budgets and do appraisals with actual.
* Support to preparation of project tender/bid with commercial & technical team.
* Support & co-ordinate with corporate divisions (like Accounts, HRM, HRD, IT and Legal).
* Supervision of physical verification of inventories and fixed assets.
* Troubleshooting, problem solving & assisting to Finance & Accounts dept people.

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[](http://www.google.ae/imgres?imgurl=http://celikalper.files.wordpress.com/2009/02/sap2.jpg&imgrefurl=http://celikalper.wordpress.com/2009/02/24/sap-netweaver-proces-integration-sap-pi/&h=1188&w=2395&sz=205&tbnid=TgxjctreCJb-NM:&tbnh=64&tbnw=129&prev=/search?q=sap+logo&tbm=isch&tbo=u&zoom=1&q=sap+logo&usg=__KwdnCr0uzbS21UHfhjGuVI9jLi4=&docid=D-kNIKAl9d9WMM&hl=en&sa=X&ei=Q5xSUdrXGoTtrAfbgIGgCQ&ved=0CDIQ9QEwAg&dur=2110)

**Expertise in SAP: Summary:**

* Having 6+years experience in SAP –R3- Fico module as core team member.
* Extensive experience in full life cycle large implementation in SAP Fico.
* Strong post implementation training & support to end users.
* Sound Cross functional knowledge in MM, SD, PM & PS

**FICO: (Financial Accounting & Controlling):**

**Financial Accounting:**

* Creation of G/L Masters, Cash Journals, House banks and Maintaining Field Status Variant.
* Defining Fiscal year variant, Posting periods, Tolerance groups, Document types and number ranges.
* Defining Interest Calculation Types, Defining Reference interest rates, Assigning Accounts for Automatic Posting for Interest Calculations.
* Settings for foreign currency valuation (fluctuations in exchange rates).
* Creation of Customer/Vendor Accounts Groups, Number Ranges, and Creation of Customer/ Vendor Masters.
* Configuring Automatic Payment Program and Dunning for clients.
* Configuring Input / Output Tax and Withholding Tax.

**Controlling:**

* Maintain the Versions for actual and planned postings
* Creation of Cost Centers and Definition of Cost Centre Hierarchy
* Creation of Activity types and Statistical key figures and Allocation, Distribution and assessment of costs
* Creation of Primary and Secondary Cost Elements with appropriate Cost Element Category
* Definition of Internal Orders Types, Order Masters and Settlement Profiles
* Product Costing – Estimation of product costs in integration with PP and MM modules, WIP calculation and variance settlement.

**Asset Accounting:**

* Configuring Chart of Depreciation, Depreciation Areas and Depreciation Keys
* Creation of Asset Classes, Asset Number Ranges, Account Determination, and related settings
* Managing acquisition of new asset with Asset Under Construction (AUC) and settlement of the same to final asset
* Transferring APC Values
* Maintaining Group and Low Valued Assets

[](http://www.google.ae/imgres?imgurl=http://celikalper.files.wordpress.com/2009/02/sap2.jpg&imgrefurl=http://celikalper.wordpress.com/2009/02/24/sap-netweaver-proces-integration-sap-pi/&h=1188&w=2395&sz=205&tbnid=TgxjctreCJb-NM:&tbnh=64&tbnw=129&prev=/search?q=sap+logo&tbm=isch&tbo=u&zoom=1&q=sap+logo&usg=__KwdnCr0uzbS21UHfhjGuVI9jLi4=&docid=D-kNIKAl9d9WMM&hl=en&sa=X&ei=Q5xSUdrXGoTtrAfbgIGgCQ&ved=0CDIQ9QEwAg&dur=2110)

**SAP Implementation: Participated as Core Team Member for SAP Fico Module:**

**Client :**  **ETA- ASCON -STAR Group of Companies**

**Project Name : SAP Vision 727**

**Implementation partner : Larsen &Toubro Infotech Limited,**

**Environment : ECC 5.0 & ECC 6.0**

**Phase – I : Nov’2005 to Jun’2006 (Go Live On 1st Jul’2006)**

**Phase-II : Jul’2006 to Sep’2006 (Go Live on 1st Oct’2006)**

**-Lot of Thanks to you for time spent on my resume & Hope, we see you very shortly…**

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