

**Asad**

*Accounts Payable | Fixed Assets | Project Accounting*

Asad.379737@2freemail.com | Date of Birth – 20-May-1983

Visa Status – Employment | Current Location: Abu Dhabi | Nationality – Indian

**Career Summary**

Financial Accounting Professionalwith 7+ years’ of extensive experience in the UAE primarily in Fixed Asset Management, Accounts Payable and Disbursement roles across diverse industries with below demonstrated skills

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| * Financial Accounting and Management Reporting
* Fixed Asset (FA)Management
* Invoices/Expense Reports/Payment Transactions
* High-Volume Transaction Processing
* Variance Analysis
 | * Accounts Payable (AP) Management
* Project and Corporate Accounting
* Audit & Internal Controls
* Training and Mentoring
* Extensively used Oracle ERP
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**Work Experience**

**Accounts Payable / Fixed Assets Executive Jan 2013 – till date**

***First Abu Dhabi Bank, Abu Dhabi, UAE (Formerly First Gulf Bank, Merged with NBAD as of April 2017)***

*FAB is part of the biggest bank institution in the UAE with a combined $180+ billion in assets, representing more than 1/4th the share of the UAE banking sector*

***Certificate of Recognition – Service First - Making Difference Contest for YR 2014***

**Accounts Payable / Receivable / Fixed Assets Executive Oct 2008 – Feb 2012**

***Hepworth PME LLC, Dubai, UAE***

*Middle East's premier manufacturer and supplier of a wide range of high quality plastic pipes, fittings and accessories used for the distribution and transmission of water, wastewater and gas in the Arabian Gulf*

**Key Achievements**

* Managed **60,000+** Group Fixed Asset records including capitalization, depreciation and retirement; with a monthly addition of **100** new assets, and Project monthly Asset Capitalization of **300+**.
* Processed an average of **2000+** Invoices per month maintaining a strict deadline of **7** days from date of invoice.
* Monitored **100+** critical vendor accounts, corrected discrepancies and maintained immediate payment terms.
* Reduced AP approval time by **60%-75%** by collaborating on developing a Quick Invoice Approval System.
* Analyzed Asset Life Span and advised Procurement and Management teams on recommended vendors.
* Worked with Senior Managers on FA and Project Accounting, and provided quarterly schedule to Auditors.
* Advised management team on updates to accounting policies related to FA.
* Provided training and mentoring to staff across Fixed Asset, Project Accounting and Account Payable roles.
* Assigned tag numbers to FA’s and conducted periodic physical inventory count.
* Performed Ageing Analysis and provided reports as per management needs namely; Monthly Fixed Asset Reconciliation, MIS Accounts Payable and GL Proofing.
* Reviewed and updated the detailed schedule of FA and accumulated depreciation.
* Calculated asset retirement obligations for those FA to which AROs are applicable.
* Ensured preparedness for shortages and price variances from vendors with suitable documentation.
* Liaised with freight forwarders / transport services for import & export related processes.
* Complied with accounting standards, financial policies and internal controls in handling cash for the group thereby conducting interim cash audits of branches and group subsidiaries.
* Conducted regular review and follow up on Aged Accounts Payable & Accounts Receivable Balances and proposed adequate measures to ensure improvement of the operating cash flow position.
* Conceptualized and analyzed the direct and indirect expenses on a monthly basis.
* Maintained documentation accurately, in accordance with company policy and accepted accounting practices.
* Used In-depth knowledge of General Ledger Accounting and month-end closing process.
* Made receipts & payment vouchers with PDC; handled bank transactions and prepared Cash flow statements.

**Computing Skills**

* ERP **Oracle** R11 & R 12 Financials (GL, A/P, A/R, CM and FA Modules) | **SAP** FICO
* Diploma In Accounting Software Tally, Peachtree and Focus
* Proficient in MS Office Tools

**Professional / Academic Qualifications**

**Master’s in Business Administration (Finance)** Osmania University, Hyderabad, India

**Bachelor Of Commerce** Osmania University, Hyderabad, India

**Language Proficiency**

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| **Native** - Urdu | **Fluent** - English, Hindi |  |