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| **Kader** Kader.383884@2freemail.com  |  |

**Accounting & Finance Professional**

**Master of Professional Accounting (MPA)**

A well-qualified Finance Manager / Chief Accountant having more than 17 years of work experience in Sultanate of Oman, UAE and India. Expert in preparing financial statements, Profit and Loss account, Balance-Sheet, Schedules, Auditing and all financial matters. Able to set valuable priorities to complete urgent and long-term goals and meet operational deadlines related to Finance and Accounts. Good negotiation skills with Banks and Financial institutions.

***I.T. Skills -***Microsoft Dynamics AX 2012, Tally ERP,, Al Ameen Accounting Software, Excellence Accounting Software, Ms Word, Excel

***Key Areas of Impact***

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| * Banking Finance
* Budgeting
 | * Accounting Management
* Tax & Funds Planning
 | * Financial Reporting
* Auditing
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| * Reconciliation
* Legal Approvals & Registration
 | * Fixed Assets Register
* Liasoning with Lawyers
 | * Administration
* Client Management
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| ORGANIZATIONAL EXPERIENCE |

**OMAN PORCELAIN COMPANY, OMAN Jul 2009 –Apr 2018** **Finance Manager| INDUSTRY: MANUFACTURERS OF PORCELAIN TILES**

**Reporting to:** CFO / MD

**Previous positions**: Chief Accountant / Asst. Finance Manager from July 2009 until August 2016 and from September 2016 onwards as ‘Finance Manager’ cum ‘Board Secretary’ for the Board of Directors.

* Plan the overall accounting strategy with targets and deadlines and manage a team of accounting staff personnel independently to maximize staff performance.
* Entrusted with the responsibility of managing day-to-day banking transactions. Steering efforts in dealing with bankers of the company and submitting all the documents / submission on timely basis.
* Planning of New / Additional credit facilities from banks (Term Loan / OD / LC / LTR etc.) and submission of required documentations.
* Formulating and consolidating annual budget, also monitoring performance.
* Periodic variance analyses against the budget for respective account heads and document the reason for major variances.
* Provide Financial / Accounting advice and supported the colleagues and the firm at large; enabled the Senior Management to make sound business decisions and be responsible for the management of the wider Accounting Team.
* Responsible for preparing and maintaining overall General Ledger, month end and year end closings and drawing of Trial Balance, P& L account and Balance Sheet.
* Responsible for preparing and maintaining records for staff benefits like Leave Pay, Gratuity, Social Insurance (Pension scheme for Omani’s), calculation of staff’s air tickets etc.
* Preparation of salary sheet in coordination with HR department.
* Dealing and conduct Internal / External audit of the Company.
* Attending Internal / External auditing and preparing reports for audit functions.
* Maintain the accounting systems for monthly reporting; ensure it supports the figures, such as invoices and receipts, for auditing purposes and also provide data to the client on timely basis.
* Submission of Yearly Tax Returns.
* Assist with queries on bills and client accounts; work with Finance and Accounts to reach a swift resolution, sending out invoices to clients, and chasing payment of client debt.
* Accountable for creating Import LC, advising comments on Export LC, and monitoring thereof.
* Follow-up Clearance and Logistic arrangement for all imported raw-material and equipment.
* Follow-up Collections and ensuring that the collections are received on time.
* Updation of Fixed Assets registers with proper identification code & location details & physical verification of assets.
* Working on depreciation of fixed assets.
* Dealing with all Utilities providers like Gas / Electricity / Water and Factory Rent.
* Experience in Project accounting, as I’m working in this Company from the beginning stage. Having knowledge of C.W.I.P and erection of Plant & Machinery, Feasibility Study and arrangement of Term Loan / Soft Loan / Working Capital etc. from Banks and other Financial Institutions.
* Administrative support as and when need for HR & other departments.
* Dealing with MCI / CMA for Legal approvals and registration.
* Registration of Share Capital in MCI / MCD / CMA.
* Arrangement of Board Meeting and preparing Minutes of Meeting and Executive Board.
* Arrangement of AGM / EGM / OGM and preparing the minutes of the meeting and registering the same in MCI.
* Liasoning with legal officer & advocates in handling cases effectively.

**Key Highlights:**

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| * Attended statutory audit for the company from 2009 till date
* Attended internal audit 5 times
* Preparing Annual Budget and document reasons for variances
* Month-end & Year-end closing of Financials
 | * Arrangement of New / Additional bank facilities (Term Loan / OD / LC / LTR etc.)
* Registration of share capital in MCI / MCD / CMA
* Arrangement of AGM / EGM / OGM meeting successfully
* Registration of AGM / EGM / OGM minutes in MCI
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**AL BARGHOUTHI GENERAL TRADING, UAE**  **Jan 2004 - Mar 2008**

**Chief Accountant | INDUSTRY: TRADERS OF MOBILE PHONES**

**Reporting to:** Finance Controller / GM

* Examined job of staff accountant and approved journal ledger for data entry.
* Maintained relationships with stakeholders in respect to updating relevant data and producing reports responding to ad hoc queries.
* Supported in preparing and maintaining budgets using Excel and Word.
* Successfully managed accounting policies to ensure accurate, timely and complete processing of financial data in compliance with internal procedures.
* Provided robust financial information by directing the preparation of financial statements, schedules, and reports.
* Preparation of salary sheet in coordination with HR department.
* Formulated Import LC and facilitated in Export LC.
* Prepared Balance sheet, reconciliation statements including inventory.
* Performed investigative analysis regarding profit and loss account.
* Monitored loans and a/c’s to make sure that the payments are up to the mark, L/C Documentation etc.

**PREVIOUS ASSIGNMENTS**

**Department Manager, VINOD CHEMICALS P. LTD, INDIA Jun 1999 – May 2003**

**(Industry: C & F of Cements & Distribution)**

* Assisted team members of Sales department when required, Dealer Appointment, Network Management, Credit control.
* Manage and teach staffs to make sure that all financial information is processed accurately in a timely manner.
* Assisted in company accounting reconciliations and worked for completion of sales tax filings.
* Maintained inventory and provide management reports.

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| ACADEMIC CREDENTIALS |

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| **Masters:** | **Master of Professional Accounting (MPA) with CPA Designation** | The Institute of Chartered Financial Analysts of India University (ICFAI), Tripura, India | 2011 batch**PG Diploma in Management Accounting (PGDMA)** | Bharathi Technical Engineering College, Government of Kerala, India | 2009 batch |
| **Bachelors:** | **Bachelor of Commerce (B.Com)** | University of Kerala, India | 1990 |
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|  | **ADDITIONAL INFORMATION** |
| **Year of Birth****Expiry date**  | 196810.06.2028 |
| **Nationality** | Indian |
| **Marital Status** | Married |
| **Languages** | English, Hindi and Malayalam fluently / read, speak and write |
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