**CURRICULUM VITAE**

**ALTAF**

**Email:** **altaf.388076@2freemail.com**

A seasoned finance professional with more than **24 years (UAE)** of experience and expertise in finance, management accounts and start up projects.

**Objective:** To serve an organization that provides an excellent arena where one can utilize and contributehis professional knowledge and expertise to the fullest.

**Areas of expertise:**

Proven expertise in financial control and management, Budgeting & Forecasting, Management of Corporate Accounting and consolidation, excellent understanding of establishing and maintaining internal control procedures and demonstrated leadership in successful implementation of contemporary technologies.

**Skills and Strengths**.

Excellent communication skills and very fluent in English with pleasing personality, expert in software applications, **ERP environment with Oracle 12i, and proficiency in MS Office** **–** **Word & Excel.**

**Educational Qualifications:**

* **M**aster of **B**usiness **A**dministration (**MBA-Finance**), from **IGNOU**, India.
* **P**ost **G**raduate **D**iploma in **F**inancial **M**anagement (**PGDFM**).
* **P**ost **G**raduate **D**iploma in **M**anagement (**PGDM**)
* **B**achelor of **C**ommerce **(B. Com.),** from **C**alicut **U**niversity, India.
* **P**ost **G**raduate **D**iploma in **C**omputer **A**pplications, (**PGDCA**) India.

**Field of Professional Experience in:**

Construction (Civil), – Engineering – Electro Mechanical Trading - Manufacturing & Real Estate Accounts.

**Employment History:**

**(Oct-2016 – Nov-2018)**

**“Accounts Manager”**

**Infinity Noble Constructions L.L.C.**

***(****G+ 6 Licensed Contractors, a Start-up Company with Annual Turnover of 50Million****)***

***Reporting Directly to Partner, MD & GM.***

Remarkable talent for the compilation, verification, analysis, interpretation and dissemination of crucial financial data – whether actual, foreseen, or budgeted.



An established track record working at senior level in a commercial environment and of being a



part of a senior management team.

Set-up fully computerized accounts department with improved productivity.



Preparing meaningful, accurate and timely monthly management reports; such as cash flow, cost to complete, individual project costs reports.



Reporting Management towards - exceeding project costs, not achieved deadlines in project activities in order to accelerate output in constructions activities.



Preparation of monthly cash flow based on PPC and allocate funds for meet salaries and wages, cover PDCs issued, expenses and suppliers’ & subcontractors’ payments.



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Liaison with Banks in order to avail advance, retention guarantees and project finance.



Keep friendly relationship with suppliers in order to avail long credit payment terms and to avoid PDC payments.



Remarkably skilled in developing reports for the top management.



Initiated and implemented site personnel weekly meeting with operations team and management. Co-ordinate with Purchase Department and Sites Operations & QS to expedite the approval of subcontractors invoices, suppliers invoices in order to record the cost on timely basis. Follow-up with consultants to expedite the approval of PPC.



Co-ordinate with QS and Operations team to timely submission of progress invoices to consultants.



Appointed External Auditor and VAT Consultant.



Reviewing transactions to ensure proper accounting with established standards.



Utilizes a highly organized, self-motivated, and proactive approach to work.



Preparing Quarterly financials for management and year end finalization of accounts and co-ordinate with external auditors.



**(Dec-2009 – May-2016)**

**“Senior Accountant”**

**Tafseer Contracting & General Maint. Co. L.L.C. (Abu Dhabi).**

**(A Royal Group Company)**

*(An ISO certified company with a work force of more than 1200 people, one of the principal industrial groups in the UAE, in construction sector for around 22 years)*

**Reporting to Chief Financial Officer & Managing Director.**

***Key roles and responsibilities:***

* Monthly finalization of accounts, ensuring quality of financial reports and annual coordination with Internal and external auditors *(KPMG).*
* Interacting with banks for opening LC – Import – Export and follow up LC documents
* Cash flow Management for the day to day operations.
* Processed Import LC documents and settled payments through LC to various suppliers & subcontractors against supply of materials and work done. (Solely handled above AED 150 Million value of LC transactions for the *Cranleigh School Project)*
* Prepare monthly management reports such as (P & L, Project Revenue, Project Cost, and Unbilled Revenue) and other MIS Reports as requested by the management.
* Review all accounting schedules (Revenue Recognition, Actual Cost Report, Fixed Assets, Prepaid Expenses, Employee benefits, Bank reconciliation, Supplier provisions) in order to monthly finalization of accounts.
* Review of Suppliers’ Aging Report; prepare payment priority list, suppliers’ payment authorization to process payment after management approval
* Weekly update of bank credit facilities availed – utilized and report to the management for the additional facilities if required.
* Interacting with banks for financing, Performance, Advance, Guarantees, LC processing follow up etc.
* Maintaining working capital and daily cash flows – Day to day supervision of accounting department.
* Interacting with various departments viz. QS, Procurement, Stores, Site Office, IT, HR.
* Managing a team of accounts & finance professionals to formulate business and financial strategies, financial planning and internal financial control.
* Ensuring adherence to corporate systems and policies.
* Managing Inter-Company transactions and reconciliation of accounts in quarterly basis.

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**Feb.2003 – Dec-2009.**

**“Chief Accountant”**

**Al Holla Concrete Technology Co. Contech L.L.C. (Abu Dhabi). (Manufacturers of Precast Concrete Panels & Concrete Products) In- charge of Abu Dhabi Finance Department.**

**Reporting to Group Finance Manager at Head Office in - Jebel Ali.**

**Achievements:**

* + Built a finely tuned accounting department in Abu Dhabi fostering a collaborative environment that improved productivity, individual accountability and team morale.
	+ Revamped G/L, Financial Systems Reports and Schedules to improve forecast precision and standardize reporting procedures.

**Monthly MIS Report**

* Preparation of monthly Profit & Loss Account and Balance Sheet
* Preparation of Annual Budget Fixed / Flexible and maintain budgetary control.
* Involved in Capital Budgeting - Investment Appraisal Process.
* Ensure accuracy of compliance with accounting policies and procedures.
* Expenses review and comparing “actual vs. desired” with annual budget.
* Monthly funds flow forecast.
* Monitoring daily cash flow and arranging fund to cover future committed liabilities.
* Capital Expenditure Monitoring Statement.
* Weekly MIS – Monitoring & follow up of AR/AP, Funds flow forecast.
* Scrutiny of ledger accounts
* Scrutiny of Debtors ledger accounts Established and maintained internal controls.
* Finalization of accounts & liaison with statutory auditors- *KPMG.*

**Liaison with bankers:**

* Opening of L/C’s for Imports, Export Bills – Cheques discounting,
* Opening of Advance – Performance Guarantees for various clients.
* Preparation of periodical project specific statements for the purpose of availing facilities.
* Day-to-day bank operations

**Feb-00 to Jan-03**

**“Senior Accountant”**

**“Ranya Group of Companies” Sharjah,**

Assisting Finance Controller for preparation and presentation of division wise final accounts

* Preparation and handling of all Import and Export LC for the Group Companies
* Preparation of Annual Budgets for divisions and consolidated Master Budget for the group
* Preparing Financial Statements and other related schedules and analysis
* Make review for group accounts & statement dependence on Audit Standards.
* Preparing MIS and reporting directly to Financial Controller
* Finalization of accounts & liaison with Statutory Auditors – *Ernest & Young*.

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**June-96 to Jan-00**

**“Senior Accountant”**

**“Galadari Group of Companies” Dubai.**

* Management of Electro Mechanical Contracting accounts up to finalization
	+ Preparation of Monthly Cash flow, Budgets and MIS reports
	+ Preparation and allocation of job costs in respect of Salaries & Wages
	+ Cost Allocations according to company procedures
	+ Preparation of payment plan as per collection of receivables
	+ Maintained the General Ledger System
	+ Finalization of accounts and liaison with Statutory Auditors. *(GT)*

**April-95 to March-96**

**“Assistant Accountant”**

**“System Construct” Dubai,**

* Preparation of Cheques to Suppliers and Sub-contractors
* Processing suppliers invoices for payment
* Suppliers accounts reconciliation with company ledger
* Booking of suppliers invoices and project costing
* Bank reconciliation
* Reporting to Chief Accountant.

**Personal Information.**

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| Date of Birth | : 22-01-1972 |  |
| Nationality | : Indian |
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