

**Abdul**

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**DUBAI, UAE**



**Seeking Mid/ senior level assignments in Finance & Accounts with an organisation of repute in Manufacturing /Service Sectors/Retail**



**Professional Synopsis**



* A dynamic professional with **nearly 19 years (16+ Yrs. in Dubai)** of cross-functional experience in Finance, Costing, Payrolls and Accounts with Manufacturing & Trading sectors.
* Expertise in Accounting, General Ledger Accounting Systems, Inventory, Payroll, Receivables/Payables, Costing of product and Reporting. Making Balance Sheet & Income Statement as per Accounting Principle.
* VAT return filling & internal audit for individual entity for group company
* Gained comprehensive experience in handling all accounting transactions (such as purchase, payroll, expenses, and revenue, Inventory, Import Documentation, and Payment etc.).
* Skilled in preparing and maintaining statutory books of accounts with extensive knowledge in handling audits, Vat Payment & Return, TDS Payment and cash related matters.
* Well versed with the customised Finance & Accounting Software Packages as well as working on **ERP** **system Orion 10.6.(Oracle Based software) & Tally.ERP9.**
* Demonstrated abilities in completing, consolidating & finalization of accounts within deadlines and calendar schedules while handling multiple tasks.
* Exceptional relationship management skills with proven dexterity in managing operations amidst deadlines.
* An effective communicator & good learner with good relationship building & interpersonal skills.



**Core Competencies**



***Finance & Accounts***

* Implementing accounting systems & procedures; supervising the timely preparation of statutory books of accounts and finalisation of year end statements.
* Implementing & managing VAT accounting & Return file for Individual company
* Managing the preparation & maintenance of accounting systems & financial statements including P&L account and balance sheet, ensuring conformity to time, accuracy and statutory norms.
* Analysing financial statements & preparing reports on performance of company, scrutinising the processes/procedural break downs in the systems chain of operational divisions of the organisation.
* Handling financial matters including working capital management, capital budgeting & cash flow analysis.
* Preparing and maintaining statutory books of accounts viz, journal, ledger, cash book and subsidiaries in compliance with time & accuracy norms.
* Determining the accounts payable position for making timely payments to creditors and the accounts receivable position for receiving timely payments from debtors.
* Supervising the preparation of MIS reports to provide feedback to top management on financial performance, viz. fund management, credit control, profitability, Break Even Analysis etc.
* Liaising and negotiating with banks and financial institutions for raising fund and non-fund based facilities to meet working capital and project requirements.

***Cost Accounting***

* Evaluating the allocation of expenses & making the cost statements to ensure that it is logical and correct.
* Handling goods receipts costing on daily basis.
* Checking the weighted average cost of each product including checking, approving and confirming all receipts documents i.e. GRN, Credit Note, LOT and Bill of Materials.

***Payrolls***

* Allocating and processing departmental salaries through journal vouchers.
* Preparing the payments to employees, making details of cash payment and disbursing the same.
* Reconciling salary payable and staff ledger accounts, master set up and organising earning & deductions codes to improve the master employee payroll registry.
* Calculating and preparing the final settlements of employees & other end of service benefits.
* Authorizing bank transfer letter of staff and issuing salary certificate to employee for bank loans.

***Inventory Operations***

* Managing the entire inventory control activities in line with the approved procedure and duties to ensure availability of right materials at right time to maintain an optimum stock level to ensure smooth production.
* Ensuring that Production Overhead are added in Production Slips as well as delivery notes and invoices on a weekly basis.
* Handling transfers of stocks, conducting regular inspections and posting all entries in the ledger.
* Taking physical stock periodically to ensure that the stock book is in agreement with the physical stock and to reconcile it between inventory and trial balance.
* Checking, creating and updating inventory as per daily and monthly sales reconciliation.
* Ensuring that the inventory related data are transformed into meaningful financial statement.
* Decision making related to daily basis operational issues of Inventory control.



**Career Contour**



**GROUP OF COMPANIES** **since Jan’13**

**Working as Assistant Manager (Accounts & Finance) handling 5 Member Team**

**Key Responsibilities**:

* Involved in end to end management of accounts including logistics, stores functionality aimed at maintaining seamless operations in compliance with organizational policies and procedures.
* Overall in charge for VAT RETURN file & internal Audit for VAT
* Guide team members in preparing financial statements and transactions in compliance with international accounting standards and other statutory regulations.
* Involved in reconciling various general ledger accounts, compiling, consolidating and preparing financial reports and statements based on statutory requirements.
* Manage & Supervise monthly supplier, general ledger and sub ledger balance reconciliations with banks, receivables, payables and other parties. Prepare and process payroll of over 600 employees.
* Interact with banks and financial institutions for maintaining steady cash flow, obtaining good interest/ and foreign exchange rates, applying Letters of Credits, Bank Guarantees and other routine banking transactions including online payment.
* Assist external auditors in conducting financial audits based on IAS & IFRS and Tax laws; follow up with team members in maintaining accounting principles, organizational policies and other statutory regulations.
* Prepare fiscal year end transactions and issue financial statements/ reports to enable stakeholders in assessing organizational financial health.
* Shouldered with the responsibility to approve high value PO & SO after checking all the aspects of the transaction.

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|  | **since April’10 to Dec 2012** |
| **Worked As Senior Account Executive**. |  |

Handling and leading a small account team of 5 members.

* Managing the preparation & maintenance of accounting systems & financial statements including P&L account and balance sheet, ensuring timely delivery of reports, maintaining accuracy and statutory norms. Payroll, Inventory control, Receivable & Payables are the core area of work.
* Act as liaison between Banks, Auditors Tax consultant, Income Tax Sales Tax Dept.
* MIS report preparation for higher management
* VAT Payment & Return Follow up In Individual State.

**Perfumes Manufacturing in Dubai, U.A.E** **Mar’02-Mar’10**

***Growth Path***

*Mar’02 till Jan’04* *Account Assistant/Cashier*

*Jan’04 – Jan’07* *Account Officer*

*Feb’07- April’10 Sr.Account Officer – Accounts & Finance* ***Key Deliverables:***

* 3 members team handled.
* General account supervising upto finalization, Receivable & Payables,MIS report.
* Vendor reconciliation, Bank Reconciliation, Budget preparation & Liaison with Auditors.
* Fixed asset schedule, depreciation table of various Fixed Asset.
* Preparation of payroll for 650 employees of the company including the creation of employee master and considering all the variable earnings & deductions i.e. allowances, deductions, loans, overtimes, leave salary, incentives, leave travel expenses, HRA, etc.
* Maintaining salaries for sister concerns with all the journal vouchers which are being passed, ensuring exact allocation of expense to each company.

***Highlights;***

* selected best performer of the year in Ajmal group of company (rewarded 4 salary).
* Involved in approving Payroll related voucher.
* Functioned as Key member of quarterly budget preparation team.

**Mumbai** **Accounts Executive** **Aug’00 – Sep’01**

***Key Deliverables:***

* **Two member team handled.**
* Maintaining of day to day banking function, including Bank Reconciliation statement, Cash disbursement
* Maintaining general ledger, Party ledger, Sales & Purchase ledger

**Mumbai** **Account Assistant cum Cashier** **Nov’99 – Aug’00**

* Cash handling, Opening & Closing the cash register, Voucher & Invoice preparation,
* Handling Bank related matter and assisting seniors to finalize the daily account.



**Professional & Academic Credentials**



* **Post Graduate Diploma in Business Administration from I.C.F.A.I,**
* **Diploma Course in Computerised Financial Accounting** from Brainware Computer Institute, Calcutta,1999
* **B.Com. (Accounts Hons.)** from South City College, Calcutta University, 1998



**Technical Skills**



* Well versed with ERP system Orion 10.6.(Oracle Based software) & Tally.ERP9. Windows, MS Office (Excel,Word,Powerpoint) & Internet Applications



**Extra Curricular Activities**

* N.C.C Cadet with 'A' Certificate Holder.
* Participated in C.A.T.C camp at Red Road (Fort William), Calcutta.
* Involved with Community Leadership & Social Work Training.



**Personal Profile**

Date of Birth

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September 14, 1976