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| **RESUME**  **Azhar** | | | | | | | | | |
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| **OBJECTIVE:** | | | | | | | | | |
| Seeking a challenging job in an organization which offers diverse job responsibilities using my**15**years practical experience in manufacturing industry. *My sound Financial Professional Experience coupled with Computer Skills &* my expertise in management accounting will help the management to take decisions in time. *I am looking for a challenging opportunity and environment to further enhance my knowledge and skills to be able to deliver the best and become more productive to the organization withhigh motivation & dedication of work.* | | | | | | | | | |
| **PROFESSIONAL SUMMARY:** | | | | | | | | | |
| I have worked in the capacity of In-charge of Accounts in multi-product, multi-divisional companies. I have finalized Accounts single handed for the past 7 Years. **I have expertise in ERP(ORION) & ACPACC (Oracle) and high proficiency in MS Excel.** I have high command in English language. I have good understanding of Management requirements when it comes to management reports. Having command over Financial and Cost accounts gives a better presentation edge and enables me to establish system controls and achieve goals with minimum man power. I am exposed to establishing, implementing & monitoring financial controls. I have been successful to multi-tasking all through my career. | | | | | | | | | |
| **EXPOSURE:** | | | | | | | | | |
| **April 2019**  **Till Date** | **Chief Accountant (Conforce Arabia Contracting Co. LLC, Dubai)**  Joined as an accounting manager, responsible for supervising overall accounting works till the finalisation of accounts and presenting the customised MIS reports to the management.  Independently handling all the accounting entries in accounting software “**PACT**” and implementing a very systematic project management approach to the various construction assignments adhering to the Construction Accounting Standard in the system. | | | | | | | | |
| July 2018  March 2019 | **Auditor In Chief**  Leading a team of Audit under *P.Puneet & Co. Chartered Accountants* (Patna, Bihar, India)  **Responsible for Audit** Supervision of small accounting team for a Government Welfare Scheme (Bihar Live Stock Development Agency) of Bihar Animal Husbandry Department.  Presenting & Reporting to the Director Finance about the usage of various funds for the districts under various welfare government schemes and auditing the same. | | | | | | | | |
| March 2012 April 2018  (6 Years) | **Senior Chief Accountant**  Accounts in ACCPAC 4.2A (Oracle Environment)  National Bakeries, Beverage & Food Plant , Dammam, Kingdom of Saudi Arabia | | | | | | | | |
|  | Responsible for accomplishment of Company’s strategic financial objectives by improving the reporting system. Implemented new financial reporting system as per the requirements of the Management | | | | | | | | |
|  | In charge for Team of Accountants, responsible for complete accounts & Independent Finalization of accounts and Audit. Responsible for Financial statements and projected Balance sheet & Profitability statements | | | | | | | | |
|  | Responsible for compliance to company Accounting Policies and Internal Audit. Overseeing compliance to Accounting standards in all divisions | | | | | | | | |
|  | Responsible for analysis of Financial Statements & Cashflow projection. | | | | | | | | |
|  | Accounts receivable status scrutiny and follow-up. Make necessary workings available to the management for old outstanding debtors | | | | | | | | |
|  | Responsible for preparing and getting approval of Half & Quarter year Budgets. Variances in Budget versus Actual discussion with relevant divisions’ and suggest corrective actions for improvement | | | | | | | | |
|  | Responsible for computing Cost of Goods Manufactured and updating management in fluctuating Input rates. Update recipe, cost figures in system | | | | | | | | |
|  | Monitoring wastage in production and compute financial implications | | | | | | | | |
|  | Instrumental in Group financials computation and policy making body | | | | | | | | |
|  | Inter Group reconciliations and implement necessary system changes for smooth running of operations | | | | | | | | |
|  | Reporting to Group Finance Controller. | | | | | | | | |
| October 2006 –March 2012  (6 Years ) | **Chief Accountant**  Accounts in ACCPAC  National Bakeries & Food Plant , Dammam, Kingdom of Saudi Arabia | | | | | | | |
|  | In charge for Accounts Department, responsible for complete accounts till finalization of accounts and Audit | | | | | | | |
|  | Asset capitalization, clearing all liability accounts & Vendor/Customer accounts, Vendor & Customer master creation. | | | | | | | |
|  | Responsible for petty cash purchases and scrutiny of purchase requisitions and working Budget requisitions | | | | | | | |
|  | Responsible for scrutiny of daily contribution report given to the management | | | | | | | |
|  | Monitor cash flow and preparation of projected cash flow statements | | | | | | | |
|  | Preparation of projected Balance sheet and P&L for project finance | | | | | | | |
|  | Responsible for Group inter unit reconciliation | | | | | | | |
|  | Active member in Group financial results computation every financial quarter as per the statute | | | | | | | |
|  | Control over stock of Inventory, issue of material to manufacture and finished goods reconciliation | | | | | | | |
|  | Reporting to General Manager – Finance | | | | | | | |
| December 2004–September 2006 | **Chief Accountant**   * Accounts in **Fakhruddin Group of Companies,**   **Dubai.(**leading wholesale trading/Manufacturing/Import-Export/Real estate  Company), Dubai, UAE   * Accountant & Financial Consultant **SCG Consulting, Dubai** | | | | | | | |
|  | Preparation of data required for monthly management report | | | | | | | |
|  | Bank reconciliations, Debtors outstanding statement, responsible for Accounts payable | | | | | | | |
|  | Checking of all vouchers for the day in the company | | | | | | | |
|  | Maintain stores ledgers and physical inventory verification | | | | | | | |
|  | Updating product input rates and apprise on variance | | | | | | | |
|  | Correspondence with banks on day to day affairs and clarification | | | | | | | |
|  | Dealing with Bank ,Insurance& Statutory bodies. | | | | | | | |
|  | **My work experiences with others employers :**   * **SRF Polymers**, Safdarjung Development Area, New Delhi. , India   **As a Financial Consultant (Feb 2004-Nov 2004)**for the implementation of a **ERP Worked Package ( Orion : a product of ICICI INFOTECH**) starting from Production stage to Financial stage.   * **MarutiUdyog Ltd** , Gurgaon , Haryana , India   As a cost trainee(**July 2002-July 2003)**   * **S K Mittal & Associates**, Laxmi Nagar , New Delhi   As an auditor Trainee(**Jan 2002-June 2002)**   * **Glow Industries**, Okhla Industrial Area, New Delhi   As an account assistant(**March 2000-Dec 2001)** | | | | | | | |
| **QUALIFICATIONS:** | | | | | | | | |
| Professional | | | : | | | | ICWAI (Inter)– Institute Of Cost & works Accountant | |
| Academic | | | : | | | | Bachelor of Commerce – IGNOU | |
| **COMPUTER EXPOSURE:** | | | | | | | |
| Technical | | : | | Certificate In Computing | | | |
| Operating System | | : | | MsDos, Windows ‘9x, 2000, XP | | | |
| Packages | | : | | ACCPAC4.2A (Oracle Environment),PACT  Ex Next Generation. , Tally, Focus, Vision, Orion(ERP) Whiz soft (Logistics ERP),Pact | | | |
|  | | : | | | High proficiency in Ms Word, Excel | | |
| **PERSONAL DETAILS:** | | | | | | | |
| Date of Birth | | : | | | | 19.06.1972 | |
| Sex / Marital Status | | : | | | | Male / Married | |
| Religion / Nationality | | : | | | | Islam / India | |
| Language known | | : | | | | English, Urdu, Hindi, Arabic | |
| Personal Contact | | : | | | | [Azhar-396821@2freemail.com](mailto:Azhar-396821@2freemail.com) | |
| Reference | | : | | | | Mr. Anup P Bhatia, HR Consultant, Gulfjobseeker.com 0504753686 | |
|  | |  | | | |  | |
| **Place** : Dubai, U.A. E | | | | | | | |
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| ***(Azhar)*** | | | | | | | |