|  |
| --- |
|  Email: adil.150154@2freemail.com C:\Users\ADIL\Downloads\Data for UAE\Personal\Adilpic.jpg **ADIL**  **Financial Analyst | Accountant & VAT Consultant**Status: MarriedDate of Birth: May 17, 1982 Valid UAE Driving License**Availability : Immediate Visa Status: Employment** |

**PROFESSIONAL PROFILE**

* Result-oriented Financial Analyst/ Senior Accountant with **13+ years' experience (7 years UAE).**
* Excellent **month closing, financial statements, IFRS, GAAP and management accounting experience,**
* Proficient in **budget, forecasting and financial reporting** skills.
* In depth **Cash flow forecast** (daily, weekly & monthly) to ensure adequate financial liquidity.
* **Receivables and payables management** and ensure proper reconciliations of various PL/ BS schedules.
* Liaison with **Internal & External Auditors** and prepare proper various Schedules as per their requirement.
* **Master Excel user** who’s highly skilled at increasing profits through analysis of KPIs, cost and trends.
* First-hand experience of **SAP, MS Dynamics GP, Focus V6, QB**. Working knowledge of **Oracle & Tally**.

**CAREER HIGHLIGHTS**

|  |  |  |  |
| --- | --- | --- | --- |
| Financial Analyst/ Accountant | Gulftainer Co. Ltd | Sharjah | Dec-2015 to Mar-2018 |
| Senior Accountant | Bond Communications | Dubai | May-2011 to Nov-2015  |
| Deputy Accounts Manager | Ravi Autos Pvt. Ltd | Pakistan | Jun-2009 to Mar- 2011 |
| Senior Auditor/Consultant | RSM International  | Pakistan | Aug-2004 to May- 2009 |

**EDUCATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Chartered Accountant – ACA Finalist | Institute of Chartered Accountants of Pakistan (ICAP) | Pakistan | Mar- 2002 to Jun-2011  |  |
| Bachelor in Commerce (B.com) | Hailey College of Commerce, Punjab University | Pakistan | Sep-1999 to Jun-2001 |  |

**CERTIFICATIONS**

|  |  |  |  |
| --- | --- | --- | --- |
| GCC VAT Compliance Diploma | The Association of Taxation Technician  | UK | May-2018 |
| Arabic Communication course | Nadia Training Institute | Sharjah | May-2018 |
| MS Advance Excel course | ExecuTrain Training Institute | Dubai | Oct-2017 |
|  |  |  |  |

**KEY SKILLS AND COMPETENCIES**

|  |  |  |  |
| --- | --- | --- | --- |
| Time management | Business planning | Team management | Problem solving |
| Project Management | Credit control | MIS reporting | Financial Analysis |
| Finalization of accounts | Logistics & Supply Chain | Self-motivation | Decision Making |
| Work under pressure | Financial Management | Cash Management | IFRS & IAS |
| Audit and internal controls | Value-Added Tax (VAT) | Bank Reconciliation | System development |

**ROLES AND RESPONSIBILITIES**

During the past 13+ years of experience in finance, accounts & audit departments of various industries including contracting, manufacturing, professional firms, logistics, ports & maritime, I have successfully performed following important roles and responsibilities and provide incredible values to my department. Major duties;

***As Financial Analyst / Accountant- Gulftainer & Momentum Logistics (2 years 4 months)***

***Gulftainer*** *is placed among the top 10 volume ranking privately owned port operations in the world, and is the largest port operator in the Middle East in terms of number of terminals.* ***Momentum Logistics*** *is a fully integrated third party logistics provider, offering a complete suite of supply chain management solutions including transportation, freight forwarding, warehousing, logistics cities and container services.*

* Spearhead the **monthly closing process** and present key financial reports (reporting pack – monthly, quarterly, and annual) as per IFRS / GAAP to Top Management.
* Prepare and lead the **annual corporate budgeting process**, long term projections (5 year plans), identify trends and develop rolling forecasts.
* In depth **Cash flow forecast** (daily, weekly & monthly) to ensure adequate financial liquidity. Ensure capex is as per the budget and requirements.
* Responsible for analyzing costs, pricing, variable contributions, sales results and the company’s actual **performance compared** to the business plans, historical results, (variance analysis). Develop KPIs / metrics evaluate efficiency.
* Develop **Dynamic Financial Models** to conduct feasibility studies for new projects.
* Constant **review of General ledger** by exporting data from software on a timely basis to ensure books are closed on time and entries are as per accounting standards and no major unexplainable variances at the time of month closing and supervises **monthly reconciliations** and proper accounting of fixed assets and WIP, accruals, prepayments, provisions, depreciation, loan amortization etc. Oversee **proper allocation** of expenses to various profit / cost centers to ensure operational efficiency.
* Regular review/scanning of **actual Vs budget analysis** and identification of any exceptional item.
* **Approvals of Purchase orders** in accordance of budget allocated/availability.
* **Fixed assets management,** correct identification of category, cost center, depreciation and posting.
* Review and recommend changes in **client/customer contracts** in liaison with commercial department**.**
* Monitor **receivables and payables** and ensure proper reconciliations of various PL/ BS schedules.
* Team Member in the successful rollover of **SAP FICO** as well as **VAT**.

**Accomplishments –**

* **Completed**: Two busy seasons of audit, annual budgets along with submission of monthly MIS reports to management while achieving rating 4 (out of 5) in an internal appraisal. (Empower) Gulftainer
* **Improvement:** Achieved significant reduction in time for books closure and submission of key financial information with variance & trend analysis to management on 3rd of each month by developing automated dashboard, spreadsheets and control procedures.
* **Implementation**: Actively involved in Implementation of SAP (assets and simple finance module) while coordinate with Company's IT department and SAP consultants in preparing upload files, finalization of chart of accounts, user acceptance tests, finalization of customization of financial reports.

***As Senior Accountant - Bond Communications (4 years 7 months)***

***Bond Communications*** *provides consultancy services, project design, project management, construction management, commissioning & client training services with annual maintenance contracts.*

* **Supervise the work** of the team to ensure that all tasks are completed within prescribed timescales.
* Help Finance Manager build and manage **relationships with relevant banking institutions** to enable ease in bank transactions, handling and management of LC, BG & TR by maintaining various management reports.
* Ensure **debit/credit notes** are accurately raised/ adjusted, debtor’s accounts are tallied and bad debts provisions are maintained.
* Respond to client inquiries and other complex tasks related to maintaining the **accounts receivable** records. Review of customer statements, bills, invoices, and reconciles expenses to the general ledger. Posts revenues by verifying and entering transactions. Update client balances, **credit control** and ageing analysis.
* Authorization of **vendor invoices**, payment to suppliers, staff expenses claims, payments (Telephone, Dewa, etc.) and other related journal entries relating to **payables**.
* Coordinate with HR department for the **monthly payroll** and prepare the manning report for the management.
* Prepare and review **reconciliations** of revenue and expenditure accounts, Sub ledgers to General ledger, Suspense account, Prepayments, Bank, Petty cash and Balance sheet items.

**Accomplishment –**

Coordinate with IT department in developing in-house BondERP to monitor key financial data online with real time processing. It helps managing daily cash requirements, bank positions, vendor payments and overdue suppliers. This development has reduced 40% of Finance charges as compared to previous years.

***As Deputy Accounts Manager- Ravi Autos Pvt. Ltd (1 year 10 months)***

***Ravi Autos*** *as a leader in OEM manufacturing in Punjab establish in 1981, start off as a foundry today enter into manufacturing of tractor and automotive components in Metal Casting, Aluminum casting and Forging.*

Being Deputy Accounts Manager, I am responsible for;

* Overall financial affairs of the company with quarterly closing of accounts.
* To arrange **bank facilities**, Letter of credits, LGs’ and Islamic mode of financing.
* Monitoring **overall budget preparation**, liaison with departmental heads and its consumption in line with approved quota.
* **Oversee monthly accruals**, depreciation, prepaid, provisions and other month / year end financial adjustments.
* Ensure **payments to suppliers** and other external parties are made as per company policies and procedures and proper control over Inventory (annual stock take) and Fixed Assets.
* Dissemination of financial Information among different departments of the Company during and at the end of the month includes but not limited to **sales tax input & output, excise tax,** payroll, advances, ageing analysis, production reports, stock reports etc.
* Proper **Stock position** by quarterly reconciliation of stock, WIP and finished goods.
* All **intercompany & group transactions**, their recording and evaluation.

**Accomplishments –**
* Successful implementation of Microsoft Dynamics GP-10 ERP. Transfer of all data from semi computerized form into the system was a complex and lengthy task completed in a short span of 6 months.
* Assisted Director Finance in preparation of budgets, MIS reports, getting new banking facilities by submission of financials and corporate/ statutory reports/return to various Financial Institutions & banks).

***As Senior Auditor/ Consultant – RSM International (5 years)***

Completed (5) years Article-ship as required under the Chartered Accountants by-laws, 1983, worked in the Audit, Assurance and Corporate consultancy divisions as trainee to Senior Auditor & consultant. Key work experiences include but not limited to;

Assisting Manager Audit in the capacity of Supervisor/Senior in planning of audit assignments, tailoring audit programs, supervising the field work, assisting the audit team, controlling the whole job and getting the audit file reviewed and report singed by the partner. During stay in this department supervised and finalized the statutory audits of listed and non-listed entities both in private and public sector.