**CURRICULUM VITAE**



**ABDUL**

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Doha - Qatar

**Objective**

To pursue and excel in a growth oriented organization to utilize my skills and experience for the growth

And prosperity of the organization which will simultaneously facilitate my career and professional growth**.**

**Personal Details**

**Professional Experience : 22 years (G C C., (Gulf) experience: 14 years**)

**Nationality :** Indian / Date of Birth 21/ 04 /1963

**Visa Status :** Residence Permit by Company – Transferable till March 2018

**Basic Nature of job : Financial Accounting, Finance Management HR & Admin, Internal Auditing -**Up to

 finalization of financial accounts, MIS reporting, Budgeting & analysis reports, Finance

 Management and liaison with external auditors

**Experience in Category :** Auditing Firm, FMCG, Pharmacy & Hospital, Banking, Finance & Investments, Trading,

Restaurants, Hospitality, Property, Real-estate, Construction, Education & Training,

 Civil Aviation-Airways, Advertising and Brand consultant,

 International Law Firm-Legal Consultant

**Work Experience**



**Company Name** **: SHARQ LAW FIRM, DOHA, QATAR.**

**Category / Industry : International Law Firm**

**Position Held : SENIOR ACCOUNTANT / Financial Controller**

**Software used : Tally ERP 9, Legal App, Netsuite ERP**

**Duration** **:** DEC 2014 **onwards**

Sharq Law Firm is an International Law Firm with three Divisions of Corporate Law, Litigation Law and Arbitration/Construction Law.

**Responsibilities**

* Handled- Financial Accounts and Financial Management of the Firm, MIS Reporting. ‘
* Dealing with Bank related corporate transactions,
* Maintaining client’s profiles with invoices and Debtors Tracking,
* Payroll and Coordination with H R related transactions,
* Coordinating with paralegals and PRO regarding clients related transactions and legal expenses
* Liaison with external Audit



**Company Name : IRAQI AIRWAYS, Manama, Bahrain**

**Category / Industry : Local Office of Civil Aviation & Ticketing**

**Position Held** **: Senior Accountant**

**Duration :** **Dec 2010 to Nov 2014**

Iraqi airways Station Manager Office – will have regular book keeping, payroll, maintain stock of tickets, preparation of monthly reporting to Chief Financial Officer, Iraqi airways, Iraq., co-ordinate with ticketing staff. Monitor procedures for timely payment to flight service providers and coordinating with Bahrain Airport Services, Bahrain Fuel Company & Bahrain Aviation Company. Monthly MIS reports to Head Office, Iraq.

**Responsibilities**

* Maintaining the books of accounts.
* Monitor procedures for timely payment.
* Preparation of MIS reports on monthly basis.

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**Company Name : UNISONO BRAND CONSULTANT. UK Based**

**Category / Industry : Advertising and International Brand consultant**

**Position Held** **: Chief Accountant**

**Duration :** **Dec 2009 to Nov 2010**

**Responsibilities**

**Day to Day activities**

* Focus on the day to day cash management of the business to ensure all income and expenditure is under control.
* Reconciling all payments and income and ensuring all costs are recorded correctly against the correct cost center.
* Organizing the weekly cheque’s runs to ensure we can manage long term debts and keep within reasonable cash limits. This involves providing clearly presented cheque, associated paperwork and a top line cash flow summary.
* Working with Client Services to ensure that they are aware of all long term outstanding debtors and are proactively chasing payment.
* Working with Client Services to ensure all jobs are invoiced as soon as they are completed and that all costs associated with that job is charged. And checking on Stream time to ensure all costs are on the job bag.

**Monthly and Weekly Financial Dashboard report**

 These will cover all aged debts (third party and clients), cash flow analysis (revenues in, cheque’s out etc.,)

 plus, a full P&L/Budget analysis monthly. This needs to be presented with a summary overview

**External relationships with banks, credit cards, insurance companies, visas, GOSI's (Employees Insurance) and Auditors**

 These relationships to be managed on a proactive basis and in the best interests of the agency. Anything

 associate with HR needs to be managed alongside the HR Manager - Focus on Payroll to be processed

 every month on 25th

**Financial Planning and Forecasting**

 Forecast on a monthly and quarterly bas as well as undertake a financial review of all costs on a quarterly

basis to establish strategies going forward.

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**Company Name : New Horizons Computer Learning Center, Manama, Bahrain**

**Category / Industry : Education & Training & Property**

**Position Held** **: Senior Accountant**

**Software used : Tally ERP 9, Microsoft Dynamics GP ERP**

**Duration :** **Jul 2007 to Nov 2009**

**Responsibilities**

* Co-ordinate in all aspects of monthly closing and financial reporting, Supervising the staff accountants for processing invoicing, Accounts receivable, Accounts payable, Payroll and sales commission processing, cash handling revenue and petty cash and related book keeping. Monitor procedures for timely payments of the business licenses, insurances fees, and other regulatory requirements.
* Preparing franchise fee monthly calculation reports and revenue reports with course wise. Maintain master file copies of leases, vendor services contracts and other confidential business agreements. Track progress of sales promotions, sales staff productivity and
* Produce revenue summaries as requested by General Manager. Performing other duties and tasks as designated by General Manager
* Preparing the year-end final accounts to be audited, Preparing Pre-Audit schedules requirements requested by external auditors, and liaison with external auditors in finalization of financial accounts of the year.
* Maintaining the books of accounts.
* Monitor procedures for timely payment.
* Preparation of MIS reports on monthly basis.

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**Company Name : International Trading & Investment CO, Manama, Bahrain**

**Category / Industry : Trading FMCG, Restaurants, Hospitality, Investments, Property, Real-estate and**

 **Construction**

**Position Held** **: Chief Accountant**

**Software used : Tally ERP 9, Fin (Oracle developed Programmed), FOCUS ERP Software**

**Duration :** **Jul 2004 to Jun 2007**

**Responsibilities**

* Responsible for entire accounts department of all divisions of the Holding company. Preparing, MIS Reports for weekly and monthly of the all Division, (FMCG Arabic food wholesale suppliers and the only supplier of Canadian Lobsters to star hotels, 2 restaurants, Investments, Property Division, Real-estate & Civil Construction Division (Hotel Marriott). Preparing monthly rental revenue statement of Private Big Property Division & Profit and loss and the year-end final accounts to get audited. i.e., Balance sheet, Profit & Loss account Trial Balance, audit schedule etc., and liaison with auditors in finalization of Accounts.
* Furnish the Deputy General Manager accurate trading budgets for management in decision making. Setting-up accounts procedure, for the proposed future projects. Train, motivate, control and direct a team of the entire Accounts department. In-charge of office operations in the absence of the Deputy General Manager.

**Company Name : AL Jabor Trading, Sitra, Bahrain**

**Position Held** **: Senior Accountant**

**Duration :** **Nov 2003 to Jun 2004**

**Responsibilities**

* In preparing, monthly operating statement.
* Set-up computer daily sales reports of the Trading division, including monthly reports.
* To make the year-end final accounts to be audited, i.e., Balance sheet, Profit & Loss account and liaison with auditors in finalization of Accounts.
* Providing, the General Manager with periodic management information reports necessary to enable proper management decision making.

**ACCOUNTANT Cum ASSISTANT TO THE AUDIT – in an AUDITING CO.(India) July 1996 – Aug 2003**

Supervise the entire Accounts Department to ensure that all the accounting records are updated. Assist the Accounts Controller in preparing the monthly profit & loss statement of Audit Co. Assisting in preparation of the annual financial statements of the Firm. Assist in Audit, Internal as well as external, in charge of the Accounts Department during the absence of the Accounts Controller.

**ACCOUNTANT-(India) Jun 1987 - May 1996**

Responsible in recording the daily transaction of Supermarket, Prepare the monthly cheque’s to all suppliers. Maintain cash flow movement of the Supermarket. Arrange, to take stock on monthly basis. Prepare, the monthly profit & loss account of the Supermarket to be checked by the Accounts Controller. To prepare, cost sheet.

**Educational Qualifications**

* Bachelor of Commerce, (MBA Finance)
* Diploma in Computer Applications & Oracle
* Accounting Software Training

 **Accounting Software’s Experience in**

* MS Office
* Accounting Packages Tally ERP 9, Peachtree, Muneemji, Wings & Experience in Focus, Pastel, Fin. Legal software – Legal App & NetSuite
* Having confident to Explore in new software in short time
* More than 10 Years for Tally Accounting Package Experience –Latest ERP 9. Version & Release 5.6,

**Personal traits**

Ability to learn things fast

Takes responsibility, creative

Self confident with positive mind set

Team leader with Admin capabilities

**References Available upon requirement**

**DECLARATION**

 I hereby declare that the above-mentioned details are true to best of my knowledge and belief

Place: Doha Qatar