### *RESUME*

### TABREZ

**Abu Dhabi, United Arab Emirates** [**tabrez.380314@freemail.com**](mailto:tabrez.380314@freemail.com)

**Objective:-**

### I am delighted to apply for the position with the aspire of developing innovative and cost-effective solutions for enhancing competitiveness in a highly efficient approach and ability to lead diverse teams of professionals to new levels of success with my well knowledge of UN /UN agencies, as I am currently working under UNDP - Abu Dhabi (FTA) and also worked in UN-World Food Programme in Dubai as this carries confidence enough to explore my more than 12 years of national & international experience in all aspect of finance, Budgeting and administrative management with my valuable credentials MBA –Finance Specialization and completed Finance certification & Diploma Course from CIPFA (UNDP FTCP Finance)

**WORK EXPERIENCE: 14 Years in Finance**

* **Organization : - UNITED NATIONS DEVELOPMENT PROGRAMME From: DEC 2013 to Present**
* **Designation : - Finance Unit.**
* **Reporting to :- RR/RC and Operation Manager**
* **Responsibilities :- Key Functions as below are**

1. Implementation of operational and financial management strategies
2. Administration of budgets and cost-recovery system
3. Acting as a payroll administrator for UAE country office and successfully completed Global payroll workshop/training course in Copenhagen UN house.
4. Managing bank account in accordance with the UN/UNDP financial rules & regulations and local Banking policy operations And Knowledge & working with UN Financial UMOJA system.
5. Handling account receivable includes, recovery of salary advance, phone bills, personal use of office equipment and other receivable from staff & other UN agencies as per UN/UNDP rules and regulations
6. Monitoring the finance dashboard, cleaning up the open items and reporting same to the management.
7. Acting as a Contracts, Asset and Procurement Committee (CAP) Member in the Country office and actively participating all types of procurement of products/ services and ICT
8. Actively participated in conducting Comprehensive & interim Salary Survey for country office.
9. Worked in drafting & finalizing SLAs (services level agreements) for the UN agencies to facilities their services in turn billing for cost recovery.
10. CO cash management, Bank Reconciliation (B2B) of all Local Imprest account & ZBA account accurately and posting if banking charges.
11. Treasury cash flow management and planning the funds requirement for the disbursement from our office & request from other UN agencies to make correct replenishment (Deal management)
12. Handling Annual & interim audit of the operations & country programme projects (NIM), and handling audit for our cost sharing project since 2013 in UAE, till we received audited financial report.
13. Directly dealing with the local government in facilitating the implementation of programme projects with the aim of performance and demonstrable outcomes.
14. Facilitation of knowledge building and knowledge sharing
15. Handling receipt of contribution, recording, managing and reporting the same.
16. Developed and maintained effective working relations with UN agencies, Local government authorities & implementing partners to successful delivery programmes & services
17. Identifies and communicates opportunities to promote learning and knowledge sharing
18. Ensures administration of budgets and functioning of the optimal cost-recovery system
19. Acting as a team player and facilitating team work
20. Cost Recovery Mechanism in ATLAS and excel tracking - Billing System for Services for all UN agencies
21. Build E-  E-Documentation System Process to our UAE Country office ( Go with Green)
22. Provide accounting Budget and administrative support to Projects of Programme Unit
23. Regular analysis of project status & monitoring programme delivery through ATLAS and creating a relevant expenditure reports for the projects funded By UAE Government, cost sharing projects from the other private partners & sister UN agencies.
24. Conducting a workshop/trainings to the project & operations staff on UNDP polices & procedures, Training in ATLAS and sharing an expertise knowledge to the new staff with in UNDP & other UN agencies.
25. Year-end audit for the ministry projects ( Programme)
26. Designed & developed internal controls process of financial & admin functions, it leads to outcome of savings & efficiency in system,
27. Reviewing/Monitoring and Processing payment, including payroll for the capacity building projects from the government of UAE
28. Implemented new documentation system for the UNDP UAE CO. It help to more transparent, smooth flow of work, and green environment,
29. Effective annul presentation of financial report with the statistical financial information in our annual retreat meetings to strength the decision maker to take the firm decisions.

* **Organization : - UNITED NATIONS – World food Programme-Duabi From: June 2010 to 31st Nov-2013**
* **Designation : - Senior Finance Asst.**
* **Reporting to :- Head - Finance & Admin Officer**
* **Responsibilities :- Below as follows**

1. Guide, train and supervise more junior staff engaged in the processing of financial reports,
2. Managing all accounts payable i.e. suppliers invoices, payroll, travel claims etc
3. Release/Approves all requisitions for goods and services to ensure correct objects of expenditure have been charged to budget code, ensuring availability of funds
4. Prepare monthly accounts reports including monthly bank reconciliation for all bank accounts maintained by the office, vendor open items, advances etc as per UN rules & regulation.
5. Prepare monthly cash forecasts on the basis of expected monthly expenditure taking into consideration cash receivables (Contribution/Donations)
6. Analyse, control and accurately maintain relevant General Ledger Accounts and initiate corrective action as necessary
7. Assist in setup and implementation of proper accounting procedures, systems and internal controls
8. Supervise and review the preparation of the monthly payroll. Budgeting & reporting to the managers
9. Monitoring /Review and follow up for action for all open item in our finance dash board such as Cash Management, Accounts Receivable/Payable Management, Upstream/Downstream of Proc. Management and inventory & Fixed asset.
10. Acting as a team leader to perform other related duties as required.
11. Manage private contributions/donation and reporting to HQ for creating a grant / registering and sending a request for programming to respective budget, and checking the programming request whether it has been sent to correct budget codes.
12. Monitoring the contribution and tracking the donations form various donors.
13. Effective cost recovery such as fixed management cost (MCR) and if any recovery from UN-WFP staff reporting to the head of the units,
14. Preparing and analysis of monthly disbursement repot
15. Managing the all the cost recoveries or service fees/commission earned from our services rendered to other UN agencies will be reporting and consolidation for programming request to programmed the funds to respective budget codes so as to available funds for spending.
16. Submitting timely monthly closer report to the headquarter liaising with the country director for approval and signature.
17. Handing all finance and administrative related issues with the donors, and all stakeholders
18. Involved in non-financial function as a finance member to perform associated activates.
19. Dealing with bank and reviewing our banking service in terms of cost & efficiency, if any change in law & rules will be taking quick action on the same and reporting to the management.
20. worked for various emergencies in assisting field staff and actively participation in various mission all over the world from our Dubai office such as Philippines Typhoon Haiyan (2013), Haiti earth quake (2010), floods in Pakistan (2010) Central Africa Republic, Libya, Syria etc… in all aspects of Finance, Operations & administrative support
21. Acted as an Officer in charge for finance department.

* **Organization : - BINGHALIB ENGINEERING From: Nov 2007 to 2010**
* **Designation :- Project Accountant**
* **Reporting to :- GM Finance** /**Management**
* **Responsibilities :- Below as follows**

1. Writing Complete Books of Accounts with handling team of finance & Admin department,
2. Preparation and submission of monthly Management Accounts including P&L, Balance Sheet,
3. Cash Flow, Budgeted v/s Actual cost for the various projects, till the commissioning of projects.
4. Handling Petty Cash and reporting to the management for approval.
5. Chasing payment with clients. Preparation of aging analysis & making payment to vendors on time
6. Banking – LCs Documentation Opening Import LCs / Export LCs, & all kind of Guarantee bonds
7. International Banking with Handling Multiple currencies. & pay roll computation.
8. Bank Reconciliation, Supplier Reconciliation & Receivables Reconciliation.
9. Actively involved in financial resources management and implémentation of functional strategies and support to décision making for the management.
10. Maintaining Fixed Asset Register & calculation of depreciation.
11. Feed back for annual budgeting in terms of fixed & variable cost budgeting.
12. Taking Back-ups & Reports.  Checking on the present software and reporting to EDP for any errors / problems relating to accounting software.
13. **Year End Audit – Preparing Schedules (Fixed Assets & Depreciation, Receivables, Payables, Bank Reconciliation, Gratuity, Monthly Sales, etc.). And keeping auditors required schedules on time efficiently. (2 years Audit Handled with Deloitte\*)**

## Budgeting, Costing & Variance Analysis:-

1. Experience in Project accounting and forecasting/Analysis of company revenues with fixed & variable expenses plus profit margin and budgeted breakeven point, the same presenting as a tool for the management to make a decision on funds management.
2. Effective classification and recording the direct & indirect cost to analysis profit margin.
3. Experience in preparing the complete budget for half yearly and yearly with detail break up of fixed exp, Variable expenses, and analyses will be done on quarterly basis with the budgeted expenses, and presenting the details on cause of Changes.
4. Certifying the budget with the external auditors, & providing justification for any deviation in terms of income & expenditure,
5. Analyses of variances if any and reporting to the management with the factors on report,
6. **Final Accounts**. Half yearly & Annually P & L, Balance Sheets,
7. **Project Costing and analyzing variances of profit & cost of the projects and WIP.**
8. **Possess strong analytical and problem solving skills to make well thought out decisions.**
9. **Presentation Skills and online project Costing against budgeted,**
10. Monthly Preparation & Presentation of Sales Reports, Break Even Analysis, Cash Flow.
11. Monthly Preparation & Presentation of Post order Costing Report, Actual Vs Budgeted.
12. Yearly preparation & presentation of Complete Final Accounts & Budget for Coming Year.

**2.)**

* **Organization : - DEUTSCHE BANK From: March 07 - Nov 2007**
* **Designation :- FINANCIAL ANALYST**
* **Department :- ASSET MANAGEMENT**
* **Reporting to : - HEAD OF DEPT.**
* **Responsibilities :- Below as follows**

1. Reconciliation of Custodian statement with Portfolio investment management System (PIMS)
2. Research on the breaks and sourcing it to appropriate department
3. Contact custody for any verification needed to resolve the breaks
4. Posting entries in PIMS
5. Manual postings in Custodian statement.
6. Using **Bloomberg** as the source of information relating to the TAX rate, Dividend rate etc
7. Meeting KPI and other deadlines.
8. Management cash summery (MCS) reporting to the Onshore.

**3.)**

* **Organization :- HINDUSTAN LEVER LIMITED From: May 2004 – Feb 07**
* **Designation :- PROCESS ASSOCIATE**
* **Department :- ACCOUNT PAYABLE**
* **Responsibilities :-**

Handling the payments of Hindustan lever limited by using the reputed ERP package called MFGPRO. (Manufacturing program)

1. Review invoices and check requests & list the set invoices payment as per currencies.
2. Reconciliation of supplier ledgers with outstanding statement,
3. Prepare and process accounts payable checks, wire transfers and ACH payments,
4. Prepare analysis of accounts and supplier ageing reports,
5. Monitor accounts to ensure payments are up to date and on time.
6. Resolve invoice discrepancies if any and supplier delight.
7. Dealing with the banks, handling letter of credits (LC) and Bank Guarantees/Bonds.
8. Handling Month end / year end closing Activates till the external Audit,
9. Cash Flow statement, Budgeted v/s Actual Expenses.

**ACADEMIC CREDENTIALS:-**

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| --- | --- | --- | --- | --- |
| **Credentials** | **University/**  **Board** | **Year Of Passing** | **Aggregate**  **(%)** | **Main Subjects**  **(FINANCE)** |
| **Master’s**  **MBA**  **(Finance)** | **Mudurai Kamaraj** | **April 2007** | **72%** | **Corporate Finance, Budgeting & Controlling, International Finance, Costing & Business economics, capital Markets.** |
| **BBM** | **Kuvempu** | **May 2004** | **76 %** | **Accounting, Costing & Budgeting, Taxation & Auditing, Statistics, Banking,**  **Business Law** |
| PUC | Dept of Pre-University | June 2001 | 76% | Accounting, Computers,  Business Economics |
| SSLC | Karnataka Education Board | Oct 1998 | 50% | Science  Mathematics and Social |

**ADDITIONAL CREDENTIALS:-**

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| * **COMPUTER QUALIFICATION:-** | |
| **Course** | **D.C.A (**Diploma in Computer Application) |
| Programming Languages | BASIC And Pascal |
| Procurement Certification Course | Completed In **UN-WFP** , Dubai |
| Customer Services Certification Course | Completed In **UN-WFP** , Dubai |
| Finance Certification in IPSAS | Completed **IPSAS** in **UN–WFP,** & Experience in **IFRS** |
| Accounting and Finance Test/ and certification; | **(UNDP FTCP Finance)- Chartered Institute of Public Finance and Accountancy – CIPFA- Pass With 86 %** |
| GPS Atlas Payroll Workshop | Payroll workshop in Denmark- UN City |
| UNDSS TRAINING | Basic Security In The Field II (BASITF II) |

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| * **ERP EXPERIANCE:-** | |
| **SUBJECTS** | **NAMES OF ERP** |
| **Finance Module – From WFP** | **ERP - S A P ( WINGS or VISION)** |
| **ATLAS – From UNDP** | **PeopleSoft and ATLAS** |
| **Finance** | **PIMS- Portfolio Investment Management system** |
| **Finance** | FOCUS - Specialize in Budget/Project Accounting |
| **Accounting & Finance** | **NTS- Specialize in Trading business** |
| **Accounting & Finance** | **Tally** |

**OTHER STRENGTH AND SKILLS GENERAL:-**

1. Enthusiastic, quick learner, Strong accounting & analytical & Problem solving skills.
2. Aware of Economic & financial policies of the economy and their impact on the growth & development of the country.
3. Eager to face new challenges & opportunities in this dynamic world.
4. Flexible and hardworking, able to work in demanding situation.
5. Worked as National Service Scheme (**N.S.S**) Volunteer for 3 years – Year 2001 to 2004
6. Complete knowledge of FMCG, Trading , Manufacturing, and contracting industries with the work experience,
7. Research & Analysis reports has done in finance, Banking, retail & corporate loans, Insurance & Marketing in my summer camp and provide statistical report to regulate effective business decision to financial institutions.
8. Ability to analyse and manage budgets, manage contributions transactions, conduct financial analysis and reporting.
9. Ability to handle independently the financial & administration function pertaining to day to day and any other related duties as assigned with the good management skills.

PERSONAL DATA:-

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| Date of Birth | 20-06-1981 |
| VISA Status | Employment- UNDP Abu Dhabi CO, |
| UAE-Driving License | **Holding UAE Valid Driving License** |
| **Spoken Languages** | English, Arabic, Hindi, Kannada and Urdu |
| Sex & Nationality | Male & Indian |
| Marital Status | Married |
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