SHIHAB

**Email :** shihab-394618@2freemail.com

**Address:** Abu Dhabi, UAE

**PERSONAL STATEMENT**

A highly motivated accounts and finance professional with variable record accomplishment spanning near ten years; innovative, recognizing as a result-oriented and solution-focused individual. Seeking a full time position in the field of finance using a strong academic background and analytical skill to enable achievement to both organizational and personal growth

**KEY SKILLS & CORE COMPETENCIES**

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| --- | --- | --- |
| * Financial Statement Preparation
 | * Financial Reporting
 | * Month/Year End Closing
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| * Cash Flow Statement
 | * VAT Returns Filing & Claim for VAT Refunds
 | * Monthly Income Statement
 |
| * MIS Report
 | * Internal & External Audit
 | * Bank Reconciliation
 |
| * Accounts Receivables & Accounts Payables
 | * Aging Analysis of AR/AP
 | * Preparation of Budget and Forecasting
 |
| * Payroll Processing
 | * Negotiate with Banks for Facilities
 | * ERP Implementation
 |
| * SAP Ecc6
 | * Maximo
 | * Fund Management
 |
| * ICV – In Country Value

for ADNOC Group of Companies | * Peachtree QuickBooks And Tally
 | * MS Excel, MS Word, MS PowerPoint & Outlook
 |
| * Stock Accounting
 | * Handling Impress System Petty Cash
 | * Comparative Statement
 |

* **Finance & Accounts:** Implementing systems, procedures & manuals for preparation & maintenance of statutory books of accounts & financial statements, ensuring compliance with statutory requirements. Controlling expenses & incomes and advances activities in systematic manner.
* **Sap Fico Ecc6 Consultant:** Understanding the business requirement of the organization. Preparation of blue prints and validates the reports requirement. Validate any changes in customize. Provide training to end user and sort out day to day queries of end user
* **Account Receivables & Payables:** Experienced in high volume Accounts payables, Handling accounts receivables and payables. Maintaining aging reports to collect or pay based on terms and conditions.
* **Budgeting:** Formulating budgets and determining difference between projected and actual financial results to implement corrective actions.
* **Stock Accounting:** Accounting for materials, making appropriate arrangements to ensure timely deliveries; processing the bills for vendors, preparing necessary records to track inward and outward movement of goods.

**PROJECTS HANDLED**

* Provision for support services (ADNOC Onshore)
* Civil works of Haliba development project (L&T Hydro Carbon Engineering)
* EPC for upgrade of sewage system at Asab (Arabian Industries)
* Sand Clearing (ADNOC Gas Processing)
* EPC for Mender field development project (China Petroleum Engineering & Construction)
* Enhancement of security building in pipelines terminal (Abudhabi Oil Refining Company

- Takreer)

* Right of way maintenance ( Dolphin Energy Limited)

**PROFESSIONAL EXPERIENCE (9 YEARS AND 7 MONTHS)**

Position : **Senior Accountant**

Period : **20/05/2014 to 7/05/2019 (5 years)**

Employer :(Group is involved in Onshore and Offshore Services; Construction, Transport, Manpower Supply, Camp Rental and Hospitality)

* Month end accounting activities such as reconciliations, report, etc.
* Generating financial reports and statements for managers review
* Checking regularly new tax system rules and policies of VAT are being followed and VAT module in ERP software is working fine.
* VAT returns filing and VAT refunds claiming
* Preparation of Cash Flow Statement
* Analysing data, based on projects by entering, summarizing and checking the actual calculations and make comparison with Budget.
* Participated in In County Value program of ADNOC Group to evaluate ICV of our company and projects.
* Assessing financial feasibility of new projects and analyzing performance of existing projects. Comparison of financial results with the budgets and projections prepared and also conducting analytical reviews.
* Preparation of budget on quarterly basis considering the past trends and future organizational goals and analysis of qualitative and quantitative variances from the budget.
* Actively involved in tendering process for ADCO, GASCO, NDC, ADAC, TAKREER, AL HOSN GAS, DOLPHIN ENERGY, ADMA, ZADCO.
* Implementation of new ERP system financial module independently in short time
* Liaison with vendors, debtors and banks regarding (Credit facilities agreements; tender bonds, performance, financial guarantees, overdraft & invoice discounting) regarding all financial and management matters.
* Preparation of various reports for management review
* Payment to suppliers based on their LPO/Contract/SWO/MWO/TO
* Invoicing to the clients based on BOQ and work completion certificate Submission Through Maximo Online System

Position : **Accountant**

Period : **7/12/2009 to 6/12/2012 (3 years)**

Employer : (Pipes and irrigation suppliers in whole sale and retail trading)

* Preparing financial statements
* Developing reports for top management summarizing business financial position
* Finalization of accounts dealing with external auditors
* Preparing salary & create Sif file for WPS salary transfer
* Bank transactions
* Reviewing cash/bank transit accounts on a daily basis to ensure that all cash and cheques collected and deposited in to the bank, as required.
* Monitor and record financial transactions according to company policies.
* Handling auto transfer bank receipts and updating of bank book
* Aging receivables and payables
* Follow up on receivables with customers
* Preparation of budget
* Preparing cash flow statement for fund utilization
* Looking after import and formalities and follow up with agents
* Handling petty cash (Impress system)

Position : **Accountant**

# Period : 25/04/2008 to 18/11/2009 (1 Year and 7 Months)

Employer : (Ready-mix concrete and cement products suppliers)

* Preparing invoices
* Bank reconciliation
* Monitor expenditures, analyze revenues and determine budget variance and report the same management
* Handling petty cash
* Preparing quotations and LPO for customers and suppliers
* Checking payments & receipts vouchers and passing of necessary entries
* Account receivables follow up.
* Assisting with sales and purchases duties.
* Goods/service receipt coordination against delivery and purchase order(ISO standard )
* Assisting to preparing payroll

**Academic Qualification**

Post-Graduation : Master of Business Administration in Finance, Dr. C.V.

Raman University, India 2016 – 2018 (**UAE attestation done**)

Graduation : Bachelor of Commerce B.Com, Calicut University, India 2004 (**UAE attestation done**)

SAP FICO : Consultant Side of Sap Ecc6 Finance and Controlling

ADFA : Advanced Diploma in Financial Accounting from Accountants Academy Trissur, Kerala, India 2005

: Diploma in Computer Application from Pc Point Computers, From Trissur, Kerala, India 2002

: Diploma in Computer Hardware Maintenance & Networking From Trissur, Kerala, India 2002

: Integrated Management System Awareness for QMS, from Bureau VERITAS, Abu Dhabi, UAE.

**Languages Known**

English : Read Write and Speak

Hindi : Read Write and Speak

Arabic : Can understand

Tamil : Speak

Malayalam : Read Write and Speak

**Personal Details**

Date of Birth : 31/05/1982

Gender : Male

Driving License : Yes, Valid UAE Driving License

Visa Status : **Visit Visa till 24/12/2019**

Marital Status : Married