

Basil

Finance & Operations Manager

U.A.E Drivers License, Sharjah, United Arab Emirates

23 May, 1978

A decisive, action-oriented and results focused Finance & Operation Manager able to oversee an enterprise project life cycle through all phases. Ability to formally evaluate program specific processes, identifies deficiencies, and implement corrective action plans ensuring cost, schedule, and technical performance are maintained throughout the life cycle of the contract. Work and collaborate closely with all Customers to maintain full awareness of program and company needs.

**KEY SKILLS**



Account Management Financial Reporting Budgeting and Forecasting Root Cause Analysis



Business Developement Channel Sales & Retail Shops ( ETISALAT) Project Management Client Relation Management



Operations Excellence Industry Standards SOP Training and Development Audit and Compliance

**PERSONAL SKILLS**



Leadership Communication Self Motivation Decision Making Adaptability Analytical thinking

**WORK EXPERIENCE**



**Finance & Operations Manager (Promoted )**



(Joined the organization as 'Assistant Finance Manager', moved on upward career trajectories, to merit multiple promotions to the position of 'Finance & Operations Manager').

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| --- | --- | --- |
| *08/2014 – Present* | *Sharjah, U.A .E* |  |
| *National Distributor & Franchise owner of Etisalat .* |  |  |  |  |
|  |  | *Achievements/Tasks* |  |  |  |  |
|  |  |  |  |  |  |



Commanding/ Controlling company’s finance & operations function, ensuring company financial systems are robust, compliant and support current activities and future growth.

Leading, managing, planning, directing, and controlling all aspects of purchase, accounts payable, accounts receivable, IT systems, cash control, and Invoice controls.. Supervised preparation of project reports & Budget Preparation.

Liaising with principal vendors, Partners & channels for finalizing agreements, pricing, forecasts and partnerships.

Reviewing contracts and addendums with customers and vendors by ensuring all operational and financial risks are mitigated,

Producing monthly management accounts packs and statistics including department, division and region wise performance management analysis.

Served as SPOC for Operations related issues. Ensured that all responsibilities are handled eﬃciently and eﬀectively.

**Franchise Operation Manager ( Promoted )**

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| *01/2012 – 07/2017* | *Sharjah ,U.A.E* |  |
| *Etisalat Franchises* |  |  |  |  |
|  |  | *Achievements/Tasks* |  |  |  |  |
|  |  |  |  |  |  |



Provided leadership and direction for overall daily operations of service and a product provider in areas of fiscal responsibilities, employee management, process improvement, and ensuring customer satisfaction.

Superintended a dynamic team of 25-30, trained, mentored and empowered them to be of high caliber, recognizing and utilizing throughout the business as value added business partners,

Developed and implemented new processes and procedures (SOP)to increase eﬃciency and reduce costs,

Ensured that productivity is at standard and support plans to drive areas of opportunities,

Coached, trained and developed associates through on the floor coaching and written evaluations.

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**WORK EXPERIENCE**

**Assistant Finance Manager**

Solution Gulf LLC -Allo Division ( OMA Group)

*04/2011 – 01/2012* *Sharjah, U.A.E Achievements/Tasks*

Responsibility for end to end process on management accounts, including liaising with sub ledger stakeholders to ensure base accuracy of data presented at general ledger level, through to senior manager review,

Maintained accruals, managed reconciliation accounts and ensured recharges are completed,

Executed budget and forecasting cycle on Function level and coordinate with Department budget and forecast planning Management Reporting.

**Finance Controller**

Dutchkid FZCO/Justkidding General Trading LLC

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| *07/2010 – 04/2011* | *Dubai,U.A.E* |  |
| *Premium Baby Store Owned By Dutch Nationalities* |  |  |  |  |
|  |  | *Achievements/Tasks* |  |  |  |  |
|  |  |  |  |  |  |

Established a robust and high-quality financial control framework covering policies, standards and procedures are implemented and maintained across the Company.

Built/ developed best practices in all policies and processes, accelerated continuous improvement eﬀorts while ensuring internal controls and compliance requirements are met.

Monitored expenditures, analysed revenues and determined budget variances and reported the same to management, Maintained robust risk governance and evolved a culture of continuous and consistent risk management,

Driving force for enhancing the eﬀectiveness and eﬃciency of the finance function and generate real insights to help deliver value to the business,

Introduced internal controls to monitor critical areas of financial control and devised corrective actions to address risks or deficiencies.

**Assistant Accounts Manager**

Zoom Project Development Services FZE-UAE

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| *12/2008 – 07/2010* | *Dubai , UAE* |  |
| *Project Management Company , Handled Central Accounts Divison in U.A.E* |  |  |  |  |
|  |  | *Achievements/Tasks* |  |  |  |  |
|  |  |  |  |  |  |
|  |  | Handled Centralized Accounting Division. |  |  |  |  |
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**Assistant Manager – Finance & Admin**

Technowave Group -UAE

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| *07/2006 – 10/2008* | *Dubai,U.A.E* |  |
| *Technowave provides an innovative Auto ID technology in UAE* |  |  |  |  |
|  |  | *Achievements/Tasks* |  |  |  |  |
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|  |  | Branch Consolidation , MIS , Administration. |  |  |  |  |
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**Assistant Accounts Manager**

The Muthoot Plaza (5\* Hotel) Managed by Sarovar Hotels & Resorts

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| *11/2005 – 07/2006* | *Trivandrum ,Kerala ,INDIA* |  |
| *5\* Business Class Hotel* |  |  |  |  |
|  |  | *Achievements/Tasks* |  |  |  |  |
|  |  |  |  |  |  |
|  |  | Indipendatly Handled 'The Muthoot Plaza Airport Operations'. |  |  |  |  |
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**Accounts and Tax Practitioner**

Various Companies and Audit firms in Chennai & Kerala ( India )

*03/2002 – 11/2005* *Chennai ,India*

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**EDUCATION**

**Masters of Business Management: Project Management** Bharathiar University

*01/2020 – Present*

**Masters of Business Management: Finance & Marketing** Dr CV Raman University

*01/2017 – 12/2019*

**CA Articleship (Practical training for Accounting, Audits, and Management Services to make the students competent to the corporate business world)**

The Institute Of Chartered Accountants Of India

*1999 – 2002*

**Bachelor of Commerce**

Calicut University

*1995 – 1998*

**LANGUAGES**



English  Malayalam



Hindi  Tamil

**PROJECTS HANDLED**



1)Etisalat Franchises -Etisalat Shops in Matajer Malls & 2)Just Kidding Baby Store -Sheikh Syd Road, Dubai

Century Mall ( 6 Stores)

3)OMA House - Oﬃce Planning for new oﬃce and 4)OMA OTAR-Etisalat

Implementation

**TECHNICAL SKILLS**



**MS OFFiCE** Internet Applications **ERP** ICG,FOCUS,TALLY

**INTERESTS**



Travel  Learning  Reading & Writting  Movies

**MY TIME**



Working (50%) Family (33%) Entertainment (10%) Relaxing (7%)

**CONTACT**:

Email: basil-396869@gulfjobseeker.com

I am available for an interview online through this Zoom Link <https://zoom.us/j/4532401292?pwd=SUlYVEdSeEpGaWN6ZndUaGEzK0FjUT09>

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