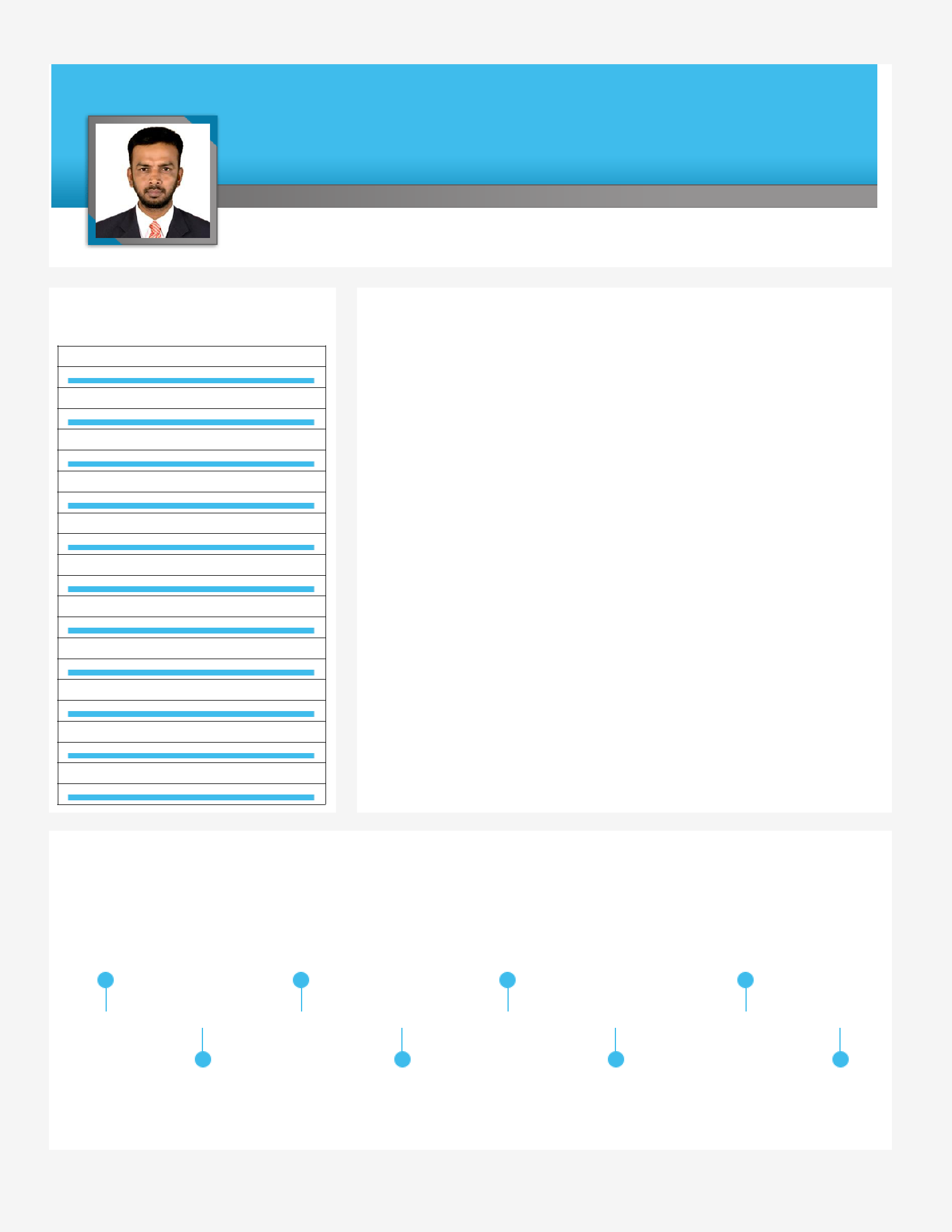
**SHUJAUR**

Targeting challenging assignments with an organization of high repute

Finance & Accounts Audits & Taxation Team Management

 [shujaur-397239@gulfjobseeker.com](mailto:shujaur-397239@gulfjobseeker.com)

Key Skills

Finance & Accounts

Budgeting & Cost Control,

MIS Reporting

Audits & Taxation

VAT, Excise & Customs

Statutory Compliance

Accounts Receivable / Payable

Payroll Process

Process Improvement

Team Building & Leadership

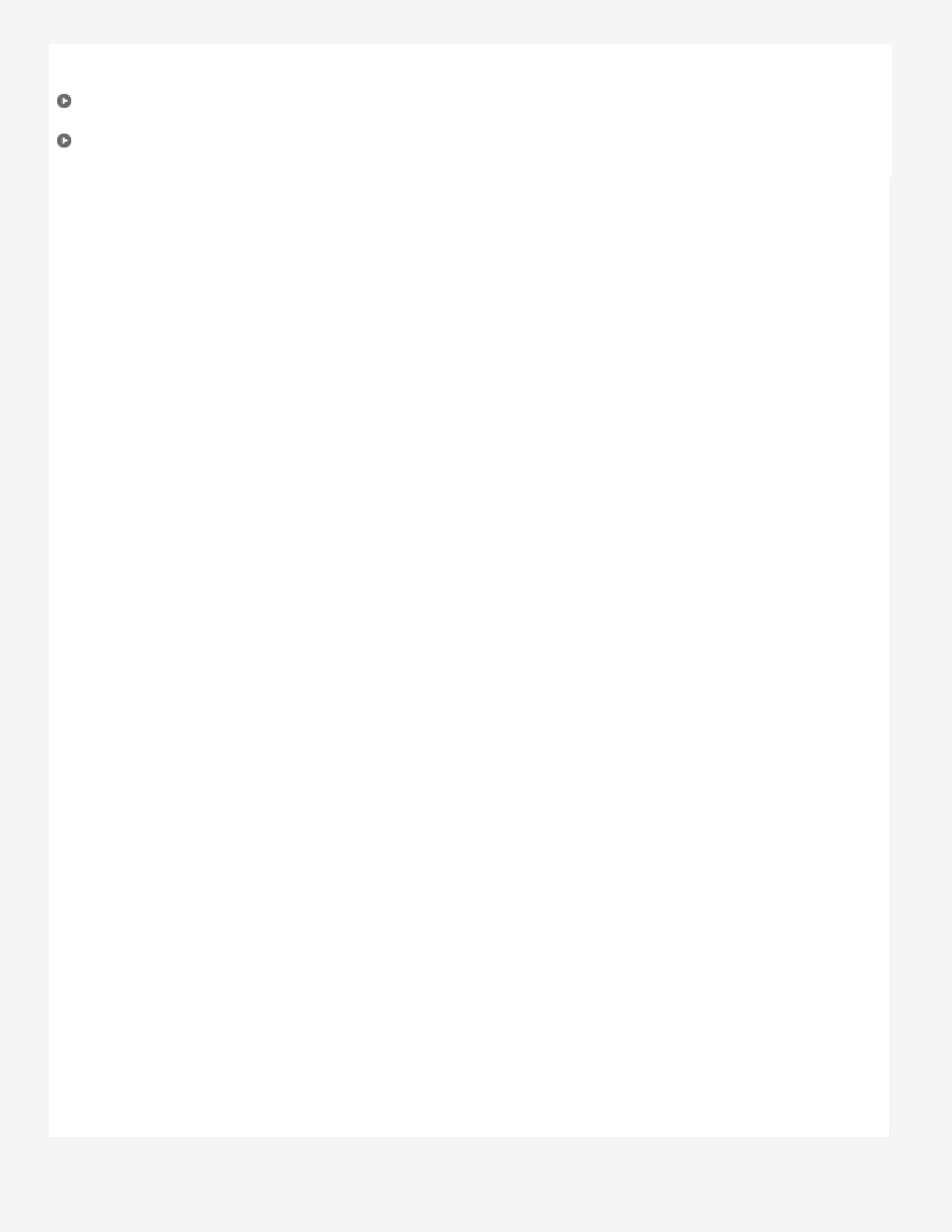
Liaison & Coordination

Profile Summary

* An accomplished professional with over 18 years of experience in managing finance & accounts activities including financial reporting and finalisation of accounts, taxation, budgeting and financial projections, statutory compliance, accounting & tax matters, Customs duty & Excise TAX.
* Expertise in formulating budgets, implementing systems / procedures, conducting analysis, preparing key reports to exercise financial control & enhancing overall efficiency of the organization
* Proficiency in managing financial accounting, receivables & payables management, preparing ledger books, bank reconciliation statements and finalization of accounts
* Gained exposure in improving impact business growth & maximize profits through achievements in finance management, cost reductions and internal control & productivity improvements
* Expertise in generating reports to provide feedback to top management on financial performance such as analysis of profit, sales, costs, material consumption, inventory & overheads
* Implemented cash controls to monitor cash flow, resulting in improved cash utilization and interest spread
* An effective communicator with excellent interpersonal, analytical and leadership skills

Career Timeline

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Althaf Associates, India | | | |  | Amtex Infotech | |  | First Choice House | | | |  | Farida Tannery PLC, | | | | |  |  |
|  | Pvt.Ltd., India as | | |  |  |  | Ethiopia |  |  |  |  |  |
|  |  | Audit Assistant | | |  | L.L.C., Ajman, U.A.E. | | | |  |  |  |  |  |  |  |
|  |  | Accounts -Officer | | |  |  |  | Senior Accountant | | | |  |  |
|  |  |  |  |  |  | General Accountant | | | |  |  |  |  |
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|  |  | **Aug’99-Mar’01** |  | **Dec’01-Dec’06** |  | **Dec’06-Aug’07** |  | **Aug’07-Dec’08** |  | **Dec’08-Apr’12** |  | **Mar’13-Nov’13** |  | **Nov’13 Nov’17** |  |  | **Mar’18-Till date** |  |  |
|  |  |  | Farida Shoes Pvt. | | |  |  |  | Farida Shoes Pvt. | |  |  |  |  |  |  |  | |  |  |
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|  |  |  |  |  |  | Indchem Marketing | |  |  |  | |  |  |
|  |  |  |  | Ltd., India |  |  |  |  | Ltd., India | |  |  | Corp., India | |  |  |  | |  |  |
|  |  |  |  | Team Leader |  |  |  |  | A.HOD | | Accounts & Branch In- | | | |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  | charge | |  | Senior Accountant | | |  |  |

 Education

B.Com. from Madras University

**Other Course:**

Data Preparation and Computer Software (DPCS) from Jamia Darussalam ITI

Notable Accomplishments Across The Career

* Ensured completion of statutory audits of Althaf Associate, Farida Shoes Pvt. Ltd., (India) & Farida Tannery
* PLC, (Ethiopia) as per local GAAP requirements and timely filing of Annual Returns in these countries
* Automated the preparation of reports using Tally ERP & MS-Excel
* Engaged in initial requirement gathering for the implementation of SAP and Tally ERP at Farida Shoes Pvt. Ltd.,
* Farida Tannery PLC; acted as key trainer for Tally ERP Inventory & Finance module
* Co-ordinating with IT for Finance/Accounts software development.
* Improved the timeliness of month-end financial reporting from approximately 4 to 2 days
* Developed rolling forecasts for cash flow, profit & loss projections for review by management; undertook
* risk and return analysis, sensitivity analysis for the short and long term
* Assisted in the development of annual and long-range plans that linked business strategies to operational
* plans and the expected range of financial results
* Monitored key performance indicators, operational performance indicators, strategic initiatives, risk
* scenarios and business plans for the Finance Department
* Stock Audit, Import & export documents and Import Voucher Reconciliation.

Work Experience

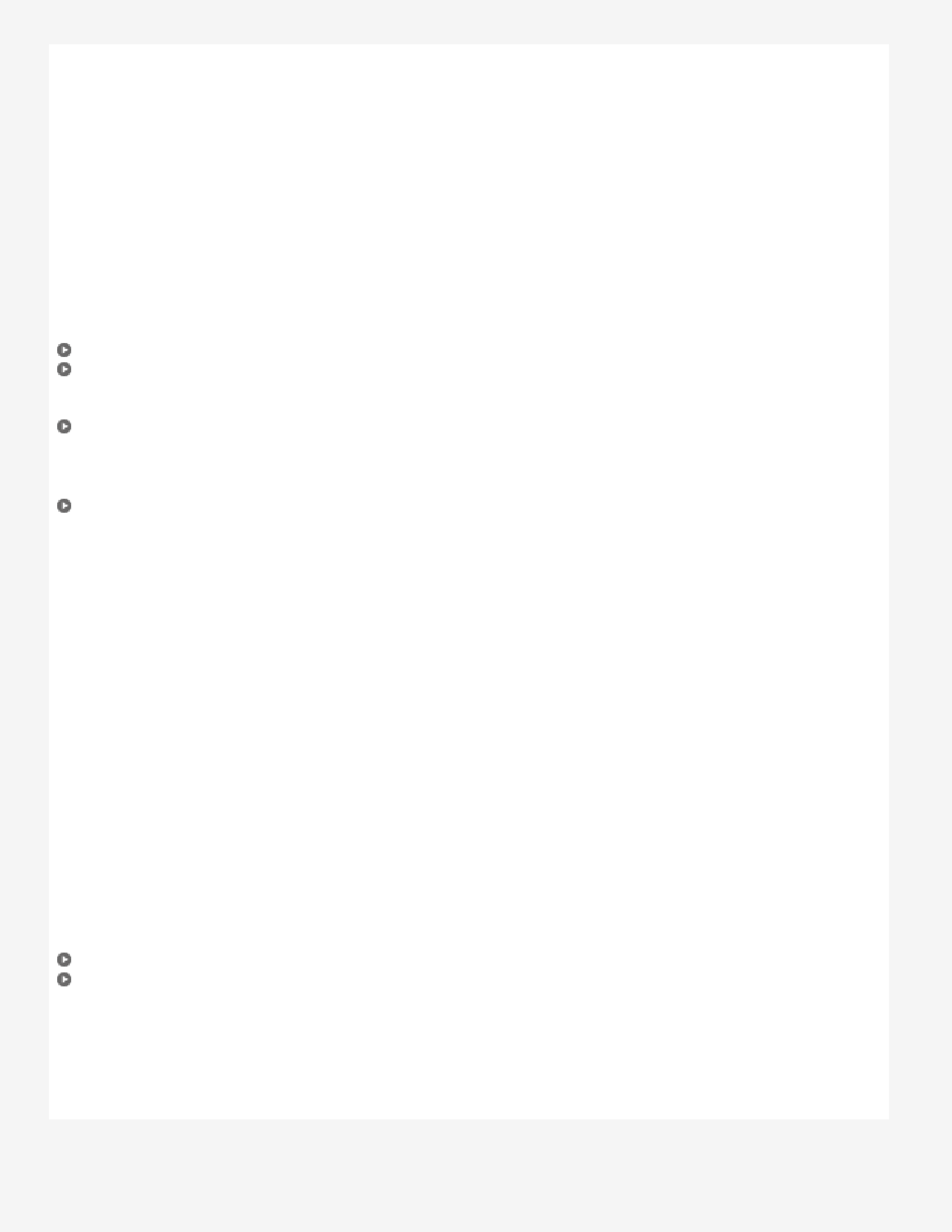
**Mar’18-till date in Dubai, UAE as Senior Accountant**

**Role:**

* Managing budgets, controlling cash flows and analysis the actual Monthly expenditures with the budgeted.
* Finalizing various accounts in coordination with internal & statutory auditors for conducting audits in compliance to the tax
* Monitoring Job status on daily basis.
* Preparing and submitting Monthly VAT without fail.
* Generating and presenting weekly and monthly management reports on cost and benefit analysis, productivity analysis.
* Preparing P&L, Balance Sheet, Cash & Fund flow, Budgets, finalization of Accounts and proper closing books of accounts.
* Developing and Managing Financial System/Modules
* Co-ordinating with IT for Finance/Accounts software development.
* Supervising Staff’s, Liaising with Managerial Staff and Other Colleagues.
* Payroll, WPS & Other Administration works.

**Nov’13-Nov’17: Farida Tannery PLC, Ethiopia as Senior Accountant**

**Role:**

* Checking & assessing the value drivers of business and developing analytics around key measurements to facilitate business decision-making
* Acquiring inputs from Finance Dept., analyzing financial results for identifying weaknesses and suggesting remedial measures to Business Unit Heads
* Formulating budgets and conducting variance analysis to determine difference between projected & actual results and implementing corrective actions
* Monitoring cash flow by taking adequate measures for optimum utilization of available funds; developing effective framework on the basis of tax assessment for acceptable levels of residual risk
* Attending & facilitating audits, evaluating internal control systems with a view to highlight shortcomings and implementing recommendations provided by auditors as per govt. rules & regulations
* Computing & arranging the timely deposit of taxes (Indirect, Direct, Income, Customs, VAT & Indirect) and filing PENSION returns as per statutory norms
* Preparing and submitting Monthly VAT, Pension, Withholding Tax filing.
* Preparing & Submitting Monthly or quarterly VAT Refund related documents to Ethiopian Customs.
* Generating and presenting weekly and monthly management reports on cost and benefit analysis, productivity analysis, inventory turnover analysis and cost variance analysis
* Preparing of Import & Export documents and follow up with clearing agents.
* Import Voucher Scheme Reconciliation documents and report preparation as per Ethiopian Customs requirement only yearly basis and problem solving.
* Monthly Physical Factory Cash Verification and processing & checking payroll register.
* Quarterly Physical stock verification all stores, (WIP, FG & Others)
* Knowledge of Company formation, Memorandum & Articles of association, Minutes of Meeting etc.,

**Mar’13-Nov’13: Indchem Marketing Corporation, Ranipet, India as Accounts & Branch In-charge**

**Role:**

Supported administration & debtors collection

Prepared various monthly & quarterly reports such as Profit & Loss, Balance Sheet, Fixed Assets Schedule, Operating Expenses Schedule, Customer wise Sales Report, Sundry Debtors Collection Report, Sundry Creditors Outstanding Reports, and so on

Provided & compiled data for auditing during finalization of accounts

**Dec’08-Apr’12: First Choice House L.L.C., Ajman, U.A.E. as General Accountant**

**Role:**

Managed a range of functions including:

1. Maintaining and finalization accounts
2. Preparing Profit & Loss, Balance Sheet, and so on; preparing MIS Reports
3. Processing WPS Salary as per UAE Law, Monitoring Visa & Labour Card work, and so on

**Aug’07-Dec’08: Farida Shoes Pvt. Ltd., Ambur, India as Associate Head Of Department**

**Role:**

* Prepared monthly & quarterly reports such as Income & Expenditure Schedule, Balance Sheet, Fixed Assets
* Schedule, Operating Expenses Schedule, Revenue Analysis Reports, Customer wise Sales Report (Farida
* Shoes Group)
* Provided & compiled the data for auditing during finalization of Accounts
* Worked on:
* Sales Tax Assessment, VAT Refund, Other Indirect Tax Refund, Income Tax & Sales Tax Hearing|

Previous Experience

**Dec’06-Aug’07: Amtex Infotech Pvt. Ltd., Chennai, India as Accounts - Officer**

**Dec’01-Dec’06: Farida Shoes Pvt. Ltd., Ambur, India as Team Leader**

**Aug’99-Mar’01: Althaf Associates, Chennai, India as Audit Assistant**

IT Skills

Knowledge of MS Office, Tally ERP 9.0,Peachtree, Quick Books & Logistics Softwares Oracle & Other cloud based softwares.

Personal Details

|  |  |
| --- | --- |
| Date of Birth: | 13th May 1980 |
| Languages Known: | English, Tamil, Urdu, Arabic & Amharic |
| Visa Status : | Employment Visa |