|  |  |  |  |
| --- | --- | --- | --- |
| **Bharat** [**Bharat.52762@2freemail.com**](mailto:Bharat.52762@2freemail.com)  **Accounts Manager & Finance Professional** | | **C:\Bharat\m y new - phto.jpg** | |
| M.Com qualified and experienced professional with track record of success in finance and accounting within diversified industries in the UAE. Excellent competencies in wide range of accounting including, but not limited to forecasting and planning, budgeting, financial analysis, financial statements and reporting, cash flowmanagement, and AP/ AR. Displayed abilities in handling administrative duties and contributing business process improvements.  Organized and committed team player with the ability to work well under pressure and meet strict deadlines by setting priorities on jobs effectively.  Holds outstanding communication, coordination, decision making, supervision, negotiation, and time management skills. Well versed with Tally 7.2 &ERP.9, Power Spark, and Hesabgar customized Accounting packages, HiSys ERP program, and MS Office suite.  Seeks an opportunity to work in a more challenging managerial role in Finance, Accounts, Payroll or Administration to explore full range of capabilities and enrich knowledge. | | | |
| **STRENGTHS** | | | |
| * Holds 20Yrs UAE Experience | * Excellent Command Over Administration | | |
| * Well rounded Accounts & Finance Professional | * Accounts Finalization & Reports Preparation | | |
| * Analytical-Problem Solving Skills | * Payroll Management Expertise | | |
| * Liaison with Banks and Third Parties | * Excellent Leadership & Motivation Abilities | | |
|  | | | |
| **EDUCATION** | | | |
|  | | | |
| **Bachelor of Education (Business Mathematics & Economics) With Distinction** | | | **1996** |
| **Master of Commerce (Auditing & Accountancy) First Class** | | | **1994** |
| **Bachelor of Commerce in Costing & Accounting (First Class)** | | | **1992** |
| **ACHIEVEMENTS** | | | |
| * Gained comprehensive knowledge and understanding of the entire flow of business operations, their documentation requirement and subsequent accounting and reporting. * Directed effectively the computerized accounting and payroll set up with previous employers. * Spearheaded several IS conversions that resulted to increased accuracy and reduced time for financial recording and reporting. * Successfully devised a process for cost estimation for quoting new businesses that was eventually adapted by the entire division. * Involved mainly in developing vision and mission statements with the management team. | | | |
|  | | | |
| **CAREER PROGRESSION** | | | |

|  |  |
| --- | --- |
| **Finance Director /** ABHA International LLC  Jumerah , Dubai , UAE  **Chief Accountant** / Ocean Masters LLC Dubai LLC,  Dubai, UAE | **Sep-2014 – Till today**  (2 Years & 1 Months)  **Jul 2008 – Sep-2014**  (6 Years & 2 Months) |
| **Account Manager**Petrofab International FZC,  Sharjah, UAE ([www.petrofabintl.com](http://www.petrofabintl.com)) | **Sept 2005 – Jun 2008**  (2 Years & 10 Months-) |
| **Account Manager** / Adel Electronics LLC,  Deira , Dubai, UAE | **Jun 2001 – Aug 2005**  (5 Years & 3 Months) |
| **Account Manager /** Kite Group - kitegroupdubai.com  Deira Dubai | **Mar1996 -May2001**(6Years & 3 Month ) |
| **AREAS OF EXPERTISE** | |
|  | |
| **Accounts & Finance Management**  Supervise team and provide leadership towards achievement of maximum profitability and growth in line with company objectives and targeted goals.  Handle complete books of accounts independently up to finalization including books of transaction, cash, payroll, and other related jobs.  Adept in analyzing financial data and preparing accurate financial reports, statements and projections to assess accuracy and conformance to reporting and procedural standards.  Take care of accounts payables and receivable follow up; prepare bank reconciliation statements and final accounts such as Profit & Loss and Balance Sheet.  Exposed on dealings with RERA (Real Estate Regulatory Agency) by the Dubai Land Department, Al Islamic Escrow Account, and Islamic Finance such as Istina and Ijara. (Istina is financing covering the construction of property and Ijara is the lease financing covering the purchase of property which is then leased to you with the option to buy) | |
| **Payroll Management**  Holds excellent understanding of payroll management functions with astuteness in using customized accounting packages for the accurate and timely processing of the monthly salaries.  Well-rounded experience in managing payroll services for Group of Companies having around 10000 employees in the Middle East.  Excellent know how of payroll best practices and human resource standards.  Oversee the proper administration of payroll activities, coordinate activities and ensure compliance with established financial, legal or administrative requirements. | |
| **Administration**  Liaise with banks, auditors, clients, suppliers, and all third parties dealing with the company and keep strong rapport with the same.  Ensure smooth functioning of the department about handling day-to-day transactions.  Prepare and uphold confidentiality of correspondences, documents and reports.  Maintain awareness to applicable laws and regulations to keep up to date compliance. | |

|  |
| --- |
| **PROVEN JOB ROLE** |
|  |
| **Account Manager / Finance Controller –** Ocean Masters LLC , Al Karama Dubai UAE  Responsible for all receivable & Payable  Follow up with principal for collection of PDA / CTM and other  Payments to suppliers & service Providers  Plan & Organize Payments to SCI Liner collections  Timely servicing of all bank facilities |
| **Account Manager -** Petrofab International FZC  Managed the day-to-day accounts operations including cash and bank transactions such as petty cash, CDC and PDC issued and received.  Tasked with payroll management and other employee benefit matters.  Prepared various reports on daily transaction, sales, and MIS reports.  Performed bank reconciliations consisting of 8 corporate accounts and 2 personal accounts.  Responsible for monitoring accounts receivables and payables, local sales, inward LPO and DO. |
| **Account Manager-** Adel Electronics LLC  Supervised a team of accounts professional consisting of 15 people.  Actively involved in forecasting and planning, budgeting, and product line reporting for up to 9 locations as well as in the Internal Audit of the company.  Handled cash and bank transactions, preparation of daily transaction reports and sales reports, finalization of Accounts and Balance sheet, and MIS report generation.  Dealt with the staff and laborers diplomatically; answered queries and resolved issues  Responsible for handling company matters in the absence of the Managing Director. |
|  |
|  |
| **Account Manager**- Kite Electronics Est. LLC  Accountable for the maintenance of registers such as credit card collection, purchase stock control and bank balance. Responsible for cash flow management, credit control and debtor’s collection.  Dealt with banks about Local Bills Discounting (LBD).  Carried out periodic physical stock verification for different shops.  Submitted monthly MIS reports to the Managing Director for review.  Took part actively in the company’s internal audit; managed accounts finalization and balance sheets in coordination with auditors.  Performed data entry of all types of vouchers in Power Spark – a tailor made accounting package. |

|  |  |  |
| --- | --- | --- |
| **IT SKILLS** | | |
| * Well versed with Tally 7.2 ,& Tally ERP 9 , Power Spark, and Hesabgar customized Accounting packages * Skillful in Horizon Information Systems (HiSys), an Oracle based ERP Accounting program * Adept in MS Office (Word, Excel & PowerPoint), Internet and E-mail applications | | |
| **PERSONAL DETAILS** | | |
|  | | |
| Nationality | : | Indian |
| Date of Birth | : | 1st of July 1971 |
| Marital Status | : | Married |
| Visa Status | : | Employment Visa |
| Languages | : | English, Hindi & Gujarati |
| Driving License | : | UAE Light Car |
|  | | |