

Ahammed Pillai Nowshad
Senior Accounts Professional

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Doha, Qatar



CAREER OBJECTIVE:

To Senior Position in **Accounting / Finance** and looking for a challenging and dynamic environment that provides opportunities for career development

SUMMARY OF QUALIFICATIONS

- Over 18 years experience of accounts in UAE, Qatar, Yemen & India.
- Professionally qualified with Master of Business Administration (MBA) in Finance. Expertise in accounting software, ERP & MS Office Applications.
- Excellent communication and interpersonal skills.
- Highly organized, ability to work under pressure in fast paced environment meeting deadlines successfully.
- Ability to work alone as well as good team member.
- Maintaining composure under high pressure and fast paced environment.
- Hard working individually with tremendous sense of responsibility.

ACCOUNTING & FINANCE SKILLS

Experience in the field of accounts in Payroll Administration, Daily Management of transaction, preparation of Managerial statement, Inter Branch or Head Office account reconciliation, Bank Reconciliation, MIS reports, Preparation and monitoring of budget, cash flow and final Accounts (i.e. P&L A/C and Balance sheet) with schedule and sub schedule

PROFESSIONAL EXPERIENCE

Chief Accountant

Nazih Trading Company W.L.L, (Doha, Qatar: Head Office in Dubai)

From November 2011 onwards

Chief Accountant

Al Sadek Industrial Trading Company, Sharjah, United Arab Emirates

Oct 2009 – October 2011

Chief Accountant (Yemen Operation)

Nazih Trading Company (Sana'a: Head Office Dubai)

June 2003 – Sep 2009 (worked 1 year in Dubai HO & 5 years & 3 months in Yemen)

Accounts Officer

Kerala Venture Capital (Semi Government), Kerala, India

March 2000 – May 2003

Accountant

Kerala Industrial Infrastructure Development Corporation (KINFRA), Kerala, India

May 1994 – May 2000

JOB PROFILE – FINANCE & ACCOUNTS

- Supervise & coordinate the Accounts division; ensure that all accounts responsibilities are handled efficiently and effectively.
- Presenting a true and fair view of the financial position of the company by preparing financial statements viz, P&L Account, Balance Sheet and annual reports.
- Ensure accuracy of information contained in financial reports & their compliance with statutory requirements.
- Manage the day to day financial transactions of the company.
- Fund management for timely payment of supplier and other commitment.
- Co ordinate with bank for all Trade Finance facility.
- Costing of product by using processing costing method.
- Prepare annual budgets as well as conducting variance analysis to find out causes of deviation and undertaking corrective measures
- Supervise the whole range of Accounts Payable, Receivable & Budget Preparation.
- Monitor Payroll and Management Reporting Activity.
- Prepare day to day bank transactions & day to day cash transactions reports.
- Responsible for daily funds position, receivables position & reporting to Finance Manager
- Handle cash management.
- Control petty cash; prepare render accounts of individuals & departments.
- Prepare Projected & Actual Cash Flow Statements.
- Expert in cost centre accounting and its procedures.
- Manage the Invoice generation Operation & Credit Control.
- Ensure reconciliation of all sub ledgers & general ledger is performed on regular basis.
- Ensure General Ledger entries are accurate and are in line with Company Procedures & International Accounting Standards.
- Finalize Trial Balance with supporting schedules.
- Ensure effective fixed assets & inventory control is applied.
- Interfacing with Banks for various limits, low cost funding, debt restructuring and effective cost cutting.
- Check Monthly Bank Reconciliation Statements of all bank accounts maintained; resolve any differences in a timely manner.
- Preparing periodical cash flow & fund flow statements for Monthly Sales, Purchase, Plan, Monthly Stock Report etc.
- To monitor exchange rate with bank to avoid loss on exchange rate.
- Ensure continuous development & improvement of the procedures within the finance department.
- Liaise with & assist internal & external auditors; implement recommendations if any; take corrective action wherever required.
- Conducting internal audits, physical stock taking & reconciliation.
- Daily monitoring of sales and collection.
- Daily follow up with sales man for collection, control credit period and avoid bad debt.
- Co ordinate and monitor the lesion work of PRO with ministry like labour, Interior and other department to smooth running of the business.
- Conduct the function of HR to evaluate available CV and give the description to MD for each for the selection process. No HR department at present due to this Chief Accountant is the responsible for HR.
- Resolve all the problem related to our workforce of 375 employees.
- Co coordinates the Branch Management; conduct branch audit.

PROFESSIONAL QUALIFICATION:

Bachelor of Commerce (Accounting)
Bachelor of Commerce (Co-operation)
MBA Finance

COMPUTER SKILLS

- ERP
- Accounting Softwares
- MS-Office

PERSONAL DATA

Date of Birth	:	30.05.1972
Marital Status	:	Married
Visa Status	:	Employment
D/L	:	Qatar, Yemen & India
Languages	:	English, Arabic, Urdu & Hindi
Reference	:	1) Kassin Abdul Shariff Explosive Engineer, Orica, UA E Tel: 050 5589105 2) Noushad Mytheen Kunju Manager – safety Dubai international Airport, U A E Tel: 050 3950395
