



◆ **Objective:**

To seek a challenging and middle management position of a reputed, progressive organization, which includes responsibilities in strategy development for Corporate growth where I can invest all my knowledge and expertise, academic qualification, valuable experience to the optimum level, to facilitate mutual growth, both for the organization and my career.

◆ **Personal and Professional Experience:**

- More than 20 years of experience in with specialization in Financial Reporting, Cash Flow/fund flow management , Cost Controlling, Cost/Profit analysis, Performance Evaluation, Budgeting.
- Extensive knowledge of Bill of Material and Costing in ERP
- Generation of MIS reports and reconciliations
- Maintaining accounting books.
- Preparation of Financial Project Reviews/ Overhead analysis/ Variance Analysis.
- Extensive experience of diverse financial / Accounting /administrative functions & management reporting.
- Experience in **Fourth Shift ERP (Manufacturing-worked as team leader of implementation for 2 co. in Europe) SAP, Microsoft Dynamics GP, Tradetech and Orison Financial.**

Career summary

Aug 2023 – till date.

Accounting Manager: Embosal Steel Mills LLC, Al Ghail Industrail Area, Ras Aal Khaima, engaged in Manufacturing Steel Pipes and Tubes for Construction, Oil and Gas Industries.

Aug 2021 – July 2023.

Lead Accountant:: Wow Factor Interior Decoration and Materials Trading Company , Dubai Investment Park, Dubai engaged in Installation of Stretch ceiling solution and Distribution of Interior decoration Materials.

July 2018 – July 2021.

Accounting Manager: Coremetal Group, Cresnet Tower, Sharjah, a diversified industry engaged in Construction, Manufacturing and Trading,

June 2014 – June 2018

Chief Accountant: AL Layan Food Distri. LLC, Dubai Investment Park, Dubai. a Jordan based organization engaged in Trading and Distribution of Frozen, Chilled and Dry food item and 3rd party logistics.

December 2013 – May 2014.

Senior Accountant: Damaco Foods DMCC (ME), Jumerah Lake Towers,Dubai. a Belgium based company engaged in trading and supply chain of Frozen Meat and Vegetables, with branches in Europe, North America, Middle east and Asia.

September 2001 – December 2013

Senior Accountant: Orpro Company GMBH, Hamriyah Free Zone Sharjah, a Netherland based an ISO 9001/2000 certified company engaged in manufacturing & trading of Solar window films, with branches

in Europe and Singapore.

June 1996 – July 2001

Internal Auditor : Pal and Pal Associate., Bangalore, India, a Chartered accounting firm.

Career Path:

July. 18 – July 21.

Accounting Manager : Embosal Steel Mills LLC, Al Ghail Industrail Area, Ras Aal Khaima, engaged in Manufacturing Steel Pipes and Tubes for Construction, Oil and Gas Industries

- Manage and oversee the daily operations of the accounting department.
- Responsible for hierarchy and scalability in chart of accounts and accuracy in the general ledger financial statements and has ultimate authority over classification and booking of all transactions.
- Manage the monthly financial close process, including ensuring all costs incurred are properly recorded and review reconciliations.
- Review financial reports of all divisions, Consolidate and reporting to the management within the deadline.
- Coordinate with Divisional heads and accountants for Budgeting, and review and report monthly performance vs budget to the Budget owners and Management.
- Participate in the ongoing development/establishment of accounting policies and procedures and operational strategies including the review and implementation of process and system changes.
- Make recommendations for improve systems and ensure that SOP's are followed and initiate Corrective action.
- Regulates internal controls to maintain financial security.
- Hiring, training and supervising accounting staff.
- Responsible for VAT compliance, Provide cover for the preparation, validation and submission of monthly and quarterly VAT returns.
- Accounting Software – Trade tech and Orison Financial.
- Reporting to Finance Director.

Aug. 21 – Till date.

Senior Accountant: Wow Factor Interior Decoration LLC & Wow Factor Build. Materials Trading , Dubai Investment Park, Dubai engaged in Installation of Stretch ceiling solution and Distribution of Interior decoration Materials.

- Month end closing and preparation of financial reports.
- Prepare financial statements in timely and accurate manner.
- Reconcile accounts payable and receivable.
- Computation and preparation of UAE VAT returns and Filing.
- Manage balance sheets and profit/loss statements.
- Manage the preparation of MIS and monthly quarterly and annual financial statements, and the compilation of backup schedule files for internal and external reviews
- Assist in annual budget process and other strategic finance projects as required

July. 18 – July 21.

Accounting Manager : Coremetal Group, Cresent Tower, Sharjah, a diversified industry engaged in Construction, Manufacturing and Trading.

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- Responsible for hierarchy and scalability in chart of accounts and accuracy in the general ledger financial statements and has ultimate authority over classification and booking of all transactions.
- Manage the monthly financial close process, including ensuring all costs incurred are properly recorded and review reconciliations.
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deadline.

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- Participate in the ongoing development/establishment of accounting policies and procedures and operational strategies including the review and implementation of process and system changes.
- Make recommendations for improve systems and ensure that SOP's are followed and initiate Corrective action.
- Regulates internal controls to maintain financial security.
- Hiring, training and supervising accounting staff.
- Responsible for VAT compliance, Provide cover for the preparation, validation and submission of monthly and quarterly VAT returns.
- Accounting Software – Trade tech and Orison Financial.
- Reporting to Finance Director.

June. 14 – June 18.

Chief Accountant: Allayan Food Trading & Distribution LLC, Dubai Investment Park, Dubai. Jordan based organization engaged in Trading and Distribution of Frozen and Dry food Products and 3rd Party logistics Service.

- Monthly closing: Ensure accurate and timely financial statements
- Review Balance sheet & intercompany reconciliations.
- Management reporting: Analyze organization's performance Actual Vs budgets, explanation for variances and prepare KPIs
- Cash flow: Determine weekly / monthly / annual working capital requirements based on Anticipated revenue, expense and capex projections
- Develop and maintain excellent relationship with banks and negotiate for facilities.
- Liaison with statutory auditors and provision of supporting information.
- Accounts Receivable: Managing invoicing, debtors aging analysis and follow-up.
- Accounts Payable: Managing payables and processing payroll (WPS and Non-WPS) as well as EFT.
- Accounting Software - Microsoft Dynamics ERP

Dec. 13 – May 14.

Senior Accountant: Damaco Foods DMCC (ME), Jumerah Lake Towers, Dubai. Belgium based organization engaged in trading and supply chain of Frozen Meat and Vegetables, with branches in Europe, North America, Middle east and Asia.

- Handling day to day accounting operations in SAP.
- Liaison with Banks on financial matters.
- Purchase / Accounts Payable: Verify Commercial Instructions and generate PI , Supplier invoice (AP Invoice matching), Verification of AP variance account, A/P Ageing analysis in SAP, authorize payments to vendors based on the payment term.
- Sales / Accounts Receivable: Verification Commercial Instructions , Generate PI and Customer invoices in SAP , A/R Aging Analysis and verify due invoices and follow up with the sales section/Customers for collection.

Sept.'01 to Dec. 13

Job Title : Senior Accountant

Organization : Orpro Company L.L.C/ Orpro Company GMBH., H.F.Z, Sharjah, an ISO 9001/2000 certified company engaged in glass film converter catering to the global car accessories industry as well as the buildings and glass construction sector.

I. Accounting

a) Finalization of Accounts: Preparation of Income Statement, Income statement activity wise, Balance Sheet, Cash flow statement, operation Summary, Monthly, Quarterly reports. Analysis of actual revenue / expenses with Annual Operating Plan. Preparation of expense and revenue

budget etc. Analysis of Balance Sheet and Income Statement with historical data and budget.

b) Purchase / Accounts Payable: Verify and approval of vendor listing and getting credit limits approved from suppliers for open credit. Verification of LPO and GRN with Vendor invoice (AP Invoice matching), Verification of AP variance account, A/P Ageing analysis, authorize payments to vendors based on the payment term. Verification and approval of Staff's travel expenses and reimbursement. Monitoring timely payments such as electricity, water, telephone, rent etc.

c) Manufacturing: Responsible for Standard Costing and continues review of standard labor ,variable overhead, Fixed overhead cost on Bill of Material, Assist Store and production section to fix the safety stock level , lead time etc, Cost Center identification and setup, inventory management.

d) Sales / Accounts Receivable: Verification of Customer invoices, A/R Aging Analysis, Verifying due invoices and follow up with sales section on debt collection. Updating credit facilities and reporting the overdue balances to the management, Evaluating Customers credit worthiness.

e) General Ledger Accounts: Monthly analysis of General Ledger, Inter/group Company accounts reconciliation, updating fixed assets schedules, passing monthly provision for salary and benefits , prepaid and depreciation journal entries, Prepare & analysis of balance sheet schedules such Prepaid expenses, advances, accrued payables etc. Month End/Year End Cut-off Procedure and period closing. Identify and Set up Profit Centre and Cost Centre for the business, which enable to assess performance activity wise.

f) Checking of payroll summary prepaid by HR dept., Verification of sub ledger with GL control account, Payment process.

g) MIS Reporting

II. Banking

- Liaison with Banks on daily basis for un cleared checks, inward & outward remittance, for L/C 's and Bank Guarantees.
- Export L/C documentation, follow up for import L/C's.
- Reconciliation of Bank Accounts
- Liaison with external auditors for completion of audit & ensure to receive a clean Auditor report.

June'96-July'01

Job Title : Internal Auditor

Organization : Pal and Pal Associate., Bangalore, India, a Chartered accounting firm.

- Perform financial and operational audits to analyze the quality and effectiveness of internal operating policies and administrative procedures including reviewing transactions, documents, records, reports, and policies and procedures for accuracy and effectiveness.
- Assist in the process of evaluating the adequacy and effectiveness of internal controls.
- Attends stock takes at stores / warehouses to validate the reliability of the count.
- Assist in developing recommendations for corrective action/improvement.
- Perform follow-up of recommendations and corrections implemented to validate implementation of agreed upon corrective actions.
- Prepare work papers, which record and summarize audit procedures performed
- Provide assistance to external auditors as requested.

◆ **Academic Credentials:**

2011 : CMA – IMA(Attended)

2008 : Diploma in Management –Chiefly business school

1996 : *Bachelor in Business Management (BBM)* from College of Commerce and Business Management, Manipal under Mangalore University, Major in Accounting and costing.

◆ **Key Skills:**

- Thorough knowledge of fully computerized Financial and Management Accounting System with various profit center and cost centers within a group.
- Extensive knowledge of MS Office, Spreadsheets, Database, Word Processor and various Accounting packages such as Infor Fourth shift ERP, SAP,MRP Software, Fact, Peach Tree, Tally.
- Well versed in preparing Management reports in MS Excel and Crystal report.
- Strong accounting knowledge and background.
- Detail, efficient and goal oriented.
- Enthusiastic, versatile, problem solver, juggles multiple tasks, responds creatively and quickly with conventional or unconventional solutions.
- Able to gather and analyze a wide range of complex information using logical reasoning and innovative solutions to problems.
- Take responsibilities independently, good grasping power, an eye for details and committed to corporate performance objectives, able to work under pressure and adaptable to changes in a dynamic manner.

Personal Data:

Date of Birth	23/03/1973
Nationality	Indian
Marital Status	Married
Visa Status	Employment Visa
Languages Known	English, Hindi and Arabic (Basic)
References	Can be furnished upon request
Driving License	Holding a Valid UAE license

Self-Appraisal Profile:

As an overview, I am a result-oriented self-starter, flexible and effective communicator, problem solver, with ability to focus on solutions and remain calm in crisis situation. Even I am organized, proactive and always challenging current procedures.