

Kumail Moosavi

Proficient knowledge in Finance and Statistics with dual MBA Degree in Finance and Project Management. Excellent understanding of business operations and analytical tools for effective analysis of data. Organized and detail-oriented with the ability to strategize and prioritize effectively to handle multiple tasks simultaneously.



EDUCATION			
PGPM	2016	Vanguard Business School, Bangalore	Finance
MBA	2016	Sikkim Manipal University, Bangalore	Project Management
Data Science	2016	GITS Academy, Bangalore – R Programming and Statistics	Certification
B.B.M	2013	Baldwin Methodist College, Bangalore	Finance
MS Office	2012	APTECH Computer Education, Bangalore	Certification
Tally ERP.9	2012	APTECH Computer Education, Bangalore	Certification
Class XII	2009	CMR National Junior School, Bangalore	School
Class X	2007	Kensri School, Bangalore	School

OTHERS	
Hobbies	Reading newspapers, books and comics, watching TV series & playing cricket
License	Driving License of India Driving License of Qatar
Languages	English, Hindi, Urdu, Arabic (Beginner)

WORK EXPERIENCE

Element42 Management Solutions, Bangalore, India

Oct'17-Current

Finance Manager	<ul style="list-style-type: none"> Manage the accounting function of the company by passing journal entries and data entry into Tally EPR.9 to ensure timely update of the companies accounts Ensure that all regulatory requirements and filings are complied with in a timely and accurate manner. Ensure that record keeping meets the requirements of auditors and government agencies Established new forecasting tracking and management reporting system to improve availability and accuracy of financial data leading to an increase in accuracy Developed a dynamic 5 year Order Book to forecast revenue and purchasing need Maintain relations with external auditors and investigate their findings and recommendations and also report financial results, risk issues and other key management information to the board of directors Performing primary and secondary research to gain insight on market trends, competitor analysis, SWOT analysis and finding new trends in the market Support in arranging for debt and equity financing and maintain banking relationships Developed detailed forecast models against budgets based on key indicators, increasing accuracy of short- and long-term earnings estimates Analyzed financial activities using Excel modeling (Vlookup, Pivot Tables, Formulas, etc) including the monthly close process, balance sheet account valuations and reconciliations, expense budgeting and forecasting, long range planning, and expense allocations to product lines
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Build Flex Trading, Contracting & Real Estate W.L.L, Doha, Qatar

Aug'16-Aug'17 (1 Year)

Finance Manager	<ul style="list-style-type: none"> ▪ Accurately maintaining filing system of all invoices, payment receipts and vouchers, L.P.O's, project contracts and other financial documents ▪ Process journal entries and perform corrections to ensure accurate records ▪ Tracking all spending against approved requests ▪ Collaborate with auditor during year-end audit ▪ Making Purchase Orders and following up on the delivery of the materials ordered while ensuring the quality of materials delivered on site ▪ Planning, scheduling and taking part in client, suppliers & subcontractor meetings ▪ Preparing MS PowerPoint presentations for project stake holders to provide detailed information about ongoing works ▪ Preparing MIS reports to evaluate daily activities or problems that arise, make decisions, and track progress ▪ Negotiating prices with vendors for purchasing equipment
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Hiree.com – Acquired by Quikr.com, Bangalore, India

May'15-May'16 (1 Year)

Business Analyst - Business Intelligence	<ul style="list-style-type: none"> ▪ Analyze business requirements and processes through document analysis, interviews and workflow analysis of sales process ▪ Develop and maintain an activity reporting and tracking system used by corporate sales managers to generate reports for top management ▪ Identify and reconcile errors in search criteria made by clients ▪ Generate leads for sales teams through secondary market research ▪ Provide support to sales team in building sales funnel, developing and maintaining sales handbook/guide and helping them in achieving their targets ▪ Facilitate daily meetings between sales managers & top level management to drive revenue, develop best practices, document daily sales performance ▪ Establish processes to enter and process the transaction level details and thus built a program to produce key KPIs for constant tracking & reporting ▪ Provide ad hoc / special analysis as required (e.g. Data clean up, review of business practices, review of marketing ideas, etc.) ▪ Conduct secondary market research to actively track competitors' products & services, maintaining dash-boards using MS Excel
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POSITION OF RESPONSIBILITY

President of Student Council	<ul style="list-style-type: none"> ▪ Vanguard Business School - Organize on-campus events by planning and delegating duties to volunteer and committee members. 	2015 -2016
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Skills

Skills	MS Excel MS Word MS PowerPoint Presentation Skills Primary Market Research Accounting Secondary Market Research Financial Analysis Report Writing Analytical and problem-solving skills Presentation Skills Tally ERP.9 R Analytics Statistics Business Development Tally ERP.9 CRM Lead Generation Journal Entries Internal Audit Tracking KPI Financial Modelling
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