

ASIFHUSAIN M. SHAIKH



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CANDIDATE: MIDDLE MANAGEMENT POSITION

(19 years in Finance, Accounting, Banking, Accounts Payables & Receivables and Audit functions)

Performance-driven Finance and Accounts professional; technical proficiency, excellent analytical and interpersonal skills; Adept at devising and implementing effective Finance and Audit Policies & Procedures, with apt knowledge of **SAP** and **Tally** Accounting Packages. Handling **team of 8-10 members** of accounting and admin dept., oversee **finalisation of accounts**, analyse and monitor day-to-day payments, bank reconciliation to enable decision making. **MIS reports** to know situation of the business, **Cash Flow Statements**, **Statutory Compliance – GST, IT, TDS** etc.

CORE COMPETENCIES

ACCOUNTS / FINANCE:

1. *General Accounting and Bank Reconciliation:-*
 - Entries of day to day transactions in accounting package, reconciliation of accounts, report generations, reporting authorities on day to day basis on reports generated or any additional information. Bank reconciliation on daily, weekly or monthly basis -depends upon transactions.
 - Handle Internal Audits functions, compliance audits and statutory audits etc. for verifying effectiveness of controls and establishing business of the company.
2. *Accounts Receivables and Accounts Payable –*
 - Maintaining Debtors/Creditors accounts, analyze and monitor day-to-day payments and/or receipts from buyers and suppliers, preparing ageing statement of Debtors and Creditors for managements for collections and/or payments.
 - Aging reconciliation of suppliers/customers and follow-up to clear dues according to due dates.
 - Receivables from Govt. authorities like Duty Drawback, Focus Marketing, MEIS, GST, etc.
3. *Balance Sheet, Profit & Loss Account, Cash Flow Statements:-*
 - Finalization of accounts of export firms, constructions firms, manufacturing Public Ltd Co., marketing firm, general trading firms, etc. like accounts up to trial balance and prepare Profit and Loss statements, Balance Sheet, Cash Flow statements to enable informed decision making.
4. *MIS Reports:-*
 - Generate MIS reports to know the situation of the business and enable informed decision making.
 - Generate reports on Payables, Receivables, Inventories, Cash report, O/s Tax payments, etc.
 - Generate reports to identify process risk & provide desire solutions to mitigate the risk.
5. *Payroll Processing:-*
 - Timely processing of monthly Payroll System of Employee & treasury management for apt payment disbursement. Monitor employees' additions of Overtime etc. and deductions taxes with deductions. Handled Payroll process of strength of 50+ staff.
6. *Inventory and Fixed Assets:-*
 - Audit of fixed assets as well as inventory from time to time.
 - Track inventories and report accordingly to the management.
7. *Financial Reports, Financial Projections:-*
 - Preparing financial reports, project reports, financial projection for next 3-5 years, CMA Data for getting credit facilities in form of Working Capita / Trade Finance from Banks and government bodies under MSME Schemes.
 - Reviewing the structure of the finance department to ensure maximum efficiency.
 - Maintain Investment Register, Fixed Assets Register and Books of Accounts for funds management.
8. *Statutory Compliances:-*
 - Statutory compliance, i.e., GST, VAT, Service Tax, TDS, PF, PT, ESIC issuing Form 16 & filing of company's Form 24.

BANKING:

- Handled all Banking matters of Companies as one of the Authorized Signatory for all its banking transactions.
- Maintained good relations with the Bankers and reconciliation of banking matters of Company.
- Worked as mentor between Company and Bankers in India as well as in Saudi Arabia, UAE and Turkey.

COMPANY'S LEGAL MATTERS:

- Associated with the Company Secretaries in maintaining and updating the company's legal records and submitting necessary documents to ROC.
- Handled Company's matters related to Registrar of Company, maintained minute book, arranged board meetings and prepared agenda for meetings.
- Also associated as Company's Authorized Representative for Company's Registrar & Transfer Agent, analyzed investor's problem and solved by R & T Agent.
- Controlled over transfer of Shares and refund money to investors, etc.

COMPUTER KNOWLEDGE:

- Managed Accounts of Public Limited Company of Bombay as well as Marketing firm of Jeddah on computers with different accounting packages like **Tally**, **Tata EX**, **SAP**, etc. Knowledge of **Quick Books** also.
- Developed package in **EXCEL** for payroll for Public Ltd. Co. and altered accounting package of Saudi's firm as per growing requirements. **PowerPoint** for presentation.
- Computer Savvy – so easy to adjust with new accounting package and use them efficiently.

SKILLS:

- A strong knowledge of policies & procedures relating to financial systems.
- An ability to eye for details and make recommendations on key financial decisions to the Top Management.
- An ability to think creatively on process improvements and complete the task as per given timelines.
- An ability to work under pressure and handle manpower peacefully at the same time to keep teamwork.
- Strong communication skills in English, both spoken and written.
- Excellent IT skills and familiarity with accounting software applications.
- Able to Work Multitask and Result Oriented.

PROFESSIONAL EXPERIENCE**BASAR GROUP OF COMPANIES, MUMBAI, INDIA**

[Group of companies - Construction, Steel, Export firm - ISO Certified Co.]

Sr. Accounts & Finance Manager / Manager - Operations (Mar 2008 – till date)**Accomplishments:**

- Handling complete accounts upto finalisation of Export Company Construction Companies, financial matters of group of companies, banking matters, etc. Management of the overall accounts department, including day to day functioning.
- Looking after auditing/controlling accounts, receivables, payables, etc.
- Preparing reports for getting financial assistance from financial institutions, coordinating with banks and financing companies to get credit facilities. Preparing Project Reports, CMA Data, etc.
- Streamlining accounting system, internal control.
- Quarterly and half yearly account closing
- Finalisation of accounts, co-ordinating with auditors, company secretary, etc. in accounts and company's legal matters.
- Monthly financial reporting (preparation of funds flows statements) to the management
- Provide MIS to top management from time to time to enable to take prompt decision.
- Complete control over ERP solution. Controlling Tally package to make data confidential and accessible according to needs only and to control malfunction in accounts.
- Handling GST, Service Tax, VAT, Income Tax - TDS matters with co-ordination with auditor.
- Getting work done from subordinates.
- Handling HR dept too and control over all staff related to their attendance record, daily reporting, etc.

BASAR MIDDLE EAST FZE, DUBAI, UAE**General Manager (May 2014 – April 2016)****Accomplishments:**

- Handling company's business as General Manager and looking after major accounts of Mumbai Based Parent Company – Basar Group of Companies
- Handling main accounts of Export Company & Construction Companies, providing MIS reports on Major issues of Financial transactions
- Handling banking issues of Basar Middle East Fze and Basar Steel Fze (Sister concern)

- Reporting sales reports, financial reports – bank summaries, cash summaries, etc. Handled and dealt with bankers on day to day to transactions as well as credit facilities like LC.
- Aging statement of Sundry debtors and creditors
- Account Finalisation with auditors and submission to Free Zone authorities.
- HRD handled related to staff, government organisations and free zone authorities.

AL MARAI COMPANY, RIYADH, SAUDI ARABIA

[Middle East's No. 1 Dairy Product Company]

Accountant – Shared Services- Accounts Payables (Nov 2006 – Jan 2008)

Accomplishments:

- Resolved backlog issues and cleared advance payment.
- Reviewed invoices scheduled for timely payment and checked requests with Payment Manager.
- Efficiently regularised all foreign suppliers payments/account and maintained good relations with suppliers.
- Responsibly reviewed of accounts Payable and audit of invoices and other claims for payment generated by various departments to ensure payment on time and monitored monthly reconciliation of creditors.
- Initiated and introduced new ideas to the top Management on improving the work flow.
- With trouble shooting skills and ability to solve practical problems help department to excel in both organization and quality.
- Established effective co-ordination with other departments
- Coordinated with SAP support and helpdesk to make shared service department computer savvy.

DATAMATICS LTD/KNOWLEDGE GLOBAL LTD, MUMBAI, INDIA

[India's Leading BPO Companies]

Knowledge Associate (Aug 1999 - Oct 2006)

Accomplishments:

- Successfully converted scientific articles into web pages.
- Developed programmes for fast and accurate conversion.
- Track on timely delivery of conversion to end-users.
- Training to staff to maintain quality and volume of jobs.

RECALL DIRECT MARKETING/PROGRESS BOOK SHOP, JEDDAH, SAUDI ARABIA

[Marketing Firm of Encyclopaedia and Educational Material]

Accountant (May 1997 - Aug 1999)

Accomplishments:

- Efficiently updated and maintained the customers' file data.
- Responsibly reviewed and followed the receivables due to the company and regular monitor of inventory.
- Monitored the accounts receivable aging report and promptly reported the management on past due accounts.
- Prepared analysis and summaries of accounts receivable and reconcile with bank statements.
- Developed database accounting software as per need.
- Handled and merged two different companies' accounts independently and handled banking matters efficiently.

SATKAR ELECTRONICS LTD, MUMBAI, INDIA

[Manufacturing Company of Electronic Products presently known for TVC Teleshop]

Sr. Accounts Officer (1992 - 1996)

Accomplishments:

- Played vital role in making Pvt. Ltd. Co. to Public Ltd. Company.
- Managed an accounting department, including the day to day operations, work instructions.
- Maintained company's accounts upto finalisation operated banking activities as Authorised Signatory; co-ordinated with Company Secretary and operated Share Dept. as authorised person.
- Assisted in costing and budgeting.
- Arranged for the audit of the company's accounts and provided the required reports and information to the auditors.
- Handled banking problems and reconciliation, supervised over Debtors/Creditors and inventory, assisted auditors in auditing and finalising accounts.
- Assisted in minimizing all expenses and business risks and presented financial recommendations to the Management.
- Submitted financial summaries and MIS reports as per requirements.
- Handled taxation matters of company, excise and employee related legal issues.

Also associated with...

- ~ **Imtiyaz Ahmed & Company, Mumbai, India** as **Accountant/Office Incharge** (May 1991 - Apr 1992)
- ~ **Tapadia Pharmaceuticals, Solapur, India** as **Computer Operator** (Aug 1989 - Sep 1990)

PROFESSIONAL QUALIFICATIONS

Bachelor of Commerce in Accounting & Auditing, Shivaji University, Kolhapur, (1991)
International MBA in Finance from United Business Institutes, Belgium, Europe (2012)
Certificate Course in GST from MSME-Technology Development Centre (PPDC), India (2017)

PERSONAL PARTICULARS

Date of Birth: 4th June 1970
Languages Known: English, Hindi, Marathi and Arabic

- Excellent references can be furnished upon request -