**JAMSHED ALAM**

**Accounts & Finance Professional (CCA & MBA)**

**PROFESSIONAL EXPERIENCE & ACHIEVEMENTS**

**CORE PROFICIENCIES**

|  |
| --- |
| Time-management skills |
| Audit & management reporting |
| Risk management and evaluation  Corporate Finance  Business plans & Business metrics |

**EXECUTIVE SUMMARY**

**REFERENCE**

UUUUUUUUUU

UUUUUUUUUU

 Superior Communication

 Time Management

 Decision Making

 Cash Management

UUUUUUUUUU

UUUUUUUUUU

**SKILLS**

**CONTACT DETAILS**

 **+966-565859687**

 **jamshed.akhan@gmail.com**

**RESUME**



Senior Accounts & Finance Professional with more than 18 years of work experience in diversified industries in the technology industry working for both large and small companies. Highly focused and detail-oriented Accounts & Finance Manager with an exceptional record of delivering improvement initiatives, suggesting corrective operations and preparing strategic plans for operational efficiency and Results oriented. Able to manage multiple simultaneous projects with high efficiency and accuracy. Adept at working independently or managing a professional accounting team. Right now would like to further an already successful career by working for an ambitious company in a stimulating and challenging work environment.

|  |
| --- |
| Executive decision making |
| Cash Management  Budget review & forecasting  financial Statements analysis |

**Al-Emad Groups, Jeddah, Saudi Arabia 2016 – till date 2016 – till date**

**Group Finance Manager**

* Providing financial Groups monthly reporting with a detailed Profit and Loss, balance sheet and cash flow statement variation analysis.
* Analyzing costs, pricing, variable contributions, sales results and the company’s actual performance compared to the business plans.
* Overseeing operations of the finance department, set goals & objectives &design a framework to be met.
* Conducting reviews and evaluations for cost-reduction opportunities.
* Budgeting and Reporting, Oversee and coordinating the activities of the team across the region with respect to Information, Report production, Financial Administration.
* Responsible for supervising team for Day to day accounting management, accounting entries reconciliation, collections and reviews reporting.
* Responsible for Compliances , VAT returns as per GAZT (General Authority of Zakat and Tax)
* Preparing and responsible for Finalizing Working Capital on monthly basis.
* Oversee and coordinate activities of the team across the groups with respect to Savings tracking and reporting Policies & Procedures and Audits.
* Responsible for direct relationship with bankers and bank related matters.

**Gulf International Contracting LLC,** **Muscat, Sultanate of Oman 2012 -2015 2012 – 2015**

**Accounts & Finance Manager**

* Meeting accounting financial objectives by forecasting requirements, preparing an annual budget, scheduling expenditures, analyzing variances and initiating corrective actions.
* Confirming financial status by monitoring revenue and expenses, coordinating the collection, consolidation, and evaluation of financial data.
* Maintaining accounting controls by establishing a chart of accounts, defining accounting policies and procedures.
* Providing financial monthly reporting with a detailed Profit and Loss, balance sheet and cash flow statement variation analysis and presented business results and commentaries to the management.
* Responsible for Day to day accounting management, accounting entries reconciliation, collections and reviews reporting.
* Preparing and managing budgeting & forecasting process for the local entity. Insightful management information and analysis, providing detailed data for use in related planning activities.
* Monitoring inflow / outflow of funds while taking adequate measures to ensure utilization of funds towards accomplishment of objectives.
* Responsible for monthly, yearly finance budget preparation and finalization. Provide financial support including forecasting, budgeting and analysis of budget variances Analysis.
* Suggested financial strategies to improve company’s liquidity and financial health.

AVAILABLE ON REQUEST

**Al Hooqani Groups LLC,** **Muscat, Sultanate of Oman 2012 – 2016 2012 – 2016**

**Accounts & Finance Manager**

* Meeting accounting financial objectives by forecasting requirements, preparing an annual budget, scheduling expenditures, analyzing variances and initiating corrective actions.
* Confirming financial status by monitoring revenue and expenses, coordinating the collection, consolidation, and evaluation of financial data.
* Maintaining accounting controls by establishing a chart of accounts, defining accounting policies and procedures.
* Providing financial monthly reporting with a detailed Profit and Loss, balance sheet and cash flow statement variation analysis and presented business results and commentaries to the management.
* Responsible for Day to day accounting management, accounting entries reconciliation, collections and reviews reporting.
* Preparing and managing budgeting & forecasting process for the local entity. Insightful management information and analysis, providing detailed data for use in related planning activities.
* Monitoring inflow / outflow of funds while taking adequate measures to ensure utilization of funds towards accomplishment of objectives.
* Responsible for monthly, yearly finance budget preparation and finalization. Provide financial support including forecasting, budgeting and analysis of budget variances Analysis.
* Performed month-end processing, overall control on accounts, funds planning & management.
* Suggested financial strategies to improve company’s liquidity and financial health.
* Responsible for Compliances and independently coordinating with statutory Auditors

**Albatha Groups Companies - Sharjah, UAE 2008 – 2012**

**Chief Accountant**

* Scrutinising of general ledger and closing of financial activities and reporting on a monthly basis to HO.
* Finalizing the management report on monthly basis including MIS reporting related to revenue and trends.
* Analyzing cash / Funds flow statement on a daily basis to monitor all funds.
* Preparing & monitoring budgetary control and support forecasting activities.
* Preparing observations & submitting reports with specific recommendation for improvement issues.
* Assist in development and implementation of new procedures and features to enhance the workflow of the department.
* Supported the Finance Manager in driving weekly pacing process while finalizing financial reports on monthly basis.
* Generating revenue MIS for sales on monthly basis for review of gross margin and all expenses occurred during the month.
* Preparing budgeted profit & loss and balance sheet and to get it enter in the SAP system.
* Accountable for yearly insurance figures declaration for all the policies (property for all risk, workmen compensation, deterioration of stock, money policies and fidelity and marine policies.
* Sharjah/ Dubai/ Abu Dhabi Survey Report - Preparing yearly survey report for Govt. requirement and providing all the financial reporting for renewal of trade license.
* Successfully gained comprehensive understanding on financial principles, strategy formulation- implementation, and delivering improvement initiatives towards achieving operational efficiency.

**Global Food Industries,** **(Albatha Group Company) Sharjah, UAE 2008 – 2012**

**Chief Accountant**

* Scrutinizing of general ledger and closing of financial activities and reporting on a monthly basis to HO.
* Finalizing the management report on monthly basis including MIS reporting related to revenue and trends.
* Analyzing cash / Funds flow statement on a daily basis to monitor all funds.
* Preparing & monitoring budgetary control and support forecasting activities.
* Preparing observations & submitting reports with specific recommendation for improvement issues.
* Assist in development and implementation of new procedures and features to enhance the workflow of the department.
* Supported the Finance Manager in driving weekly pacing process while finalising financial reports on monthly basis.
* Generating revenue MIS for sales on monthly basis for review of gross margin and all expenses occurred during the month.
* Preparing budgeted profit & loss and balance sheet and to get it enter in the SAP system.
* Sharjah/ Dubai/ Abu Dhabi Survey Report - Preparing yearly survey report for Govt. requirement and providing all the financial reporting for renewal of trade license.
* Successfully gained comprehensive understanding on financial principles, strategy formulation- implementation, and delivering improvement initiatives towards achieving operational efficiency.

**REDA, Khobar, Saudi Arabia 2006 - 2008 2006 – 2008**

**Chief Accountant**

* Reviewing general ledger, multidimensional analysis & multicurrency management and closing of financial activities and reporting on a monthly basis.
* Preparing revenue MIS for sales on monthly basis for review of gross margin and Expenditures.
* Analyzing all Accrual and Prepaid and Provision done on a monthly basis.
* Comparing and control profit figure comparing with Budgeted figures on a monthly basis.
* Responsible for proper control and reviewing of Ageing Report over Accounts payable and Accounts receivable on weekly basis.
* Played as an active member of the group’s Finance Implementation team.
* Monitoring Cash /Funds flow on a daily basis and reporting to CFO.
* Experience in managing imports / managing banking relations if necessary / understanding exchange rate implications / working capital issues and reporting on landed costs and price of product.
* Assist in development and implementation of new procedures and features to enhance the workflow of the department.
* Consistently promoted in job responsibilities in recognition of exemplary performance demonstrated on each and every work profile handled across leading organizations.

**NIIT USA Inc. Atlanta, India 2004 – 2006 2004 – 2006**

**Assistant Manager offshore Accounting**

* Responsible for offshore vendor Management.
* Reviewing and responsible for AR ageing and AP Ageing.
* Handling NIIT USA Inc. Offshore Operations.
* Responsible for Revenue Recognition and Transfer Pricing process on monthly basis.
* Accountable for various MIS reporting and bank reconciliation to the Financial Controller.
* Ensuring order book control, by maintaining projection vs. budgeting and actual Revenue.
* Following up with customers and vendors on pending collections/ payments.
* Calculating sales incentive on the basis of targets achieved by sales personnel every quarterly.
* Handling Internal and Statutory Auditors (PWC Auditors) for offshore audits.

**IT SKILLS**

**Proficient with**

**SAP,**

**Microsoft Dynamic AX 2012**

**JD Edwards**

**Oracle 11i,**

**Great Plains GP9 (ERP) ,**

**Solver (ERP) Windows,**

**Focus (ERP) ,**

**Quick Books,**

**Advance knowledge in MS Office,**

**MS advanced Excel and Tally 6.3,**

**Core, etc.**

**REDA Groups, Khobar, Saudi Arabia 2006 – 2008 2006 – 2008**

**Chief Accountant**

* Reviewing general ledger, multidimensional analysis & multicurrency management and closing of financial activities and reporting on a monthly basis.
* Preparing revenue MIS for sales on monthly basis for review of gross margin and Expenditures.
* Analyzing all Accrual and Prepaid and Provision done on a monthly basis.
* Comparing and control profit figure comparing with Budgeted figures on a monthly basis.
* Responsible for proper control and reviewing of Ageing Report over Accounts payable and Accounts receivable on weekly basis.
* Played as an active member of the group’s Finance Implementation team.
* Monitoring Cash /Funds flow on a daily basis and reporting to CFO.
* Experience in managing imports / managing banking relations if necessary / understanding exchange rate implications / working capital issues and reporting on landed costs and price of product.
* Assist in development and implementation of new procedures and features to enhance the workflow of the department.
* Consistently promoted in job responsibilities in recognition of exemplary performance demonstrated on each and every work profile handled across leading organizations.
* Responsible for Compliances and independently coordinating with statutory Auditors KPMG.

**GE Countrywide, New Delhi, India 2002 – 2004**

**Financial Analyst**

* Accountable for relevant data interpretation which include balance sheet analysis, complete ratio analysis and past loan repayment track records.
* Monitoring credit appraisal of applications starting from collection of relevant data to interpretation of the same.
* Performing existing debt analysis, references from their corporate clients.
* Assessing the net-worth and credibility of the applicant.
* Made short-long term projections and MIS report on loan related transactions.
* A job executed includes loan restructuring in negotiation with various creditors; analysis of cash flows, cash flow projection and provision of management tools to assist in effective decision making process.

**PERSONAL DETAILS**

**Nationality : Indian**

**Date of Birth: 31st Dec 1976**

**Languages : English**

**EDUCATION AND PROFESSIONAL DEVELOPMENT**

**Chartered Certified Accountants (CCA) 2012**

Accounting & Reporting, Auditing, Financial Management, Business Management,

Corporate Governance.

**Masters in Business Administration – MBA (Finance) 2011**

JAS-ANZ (UK) - Specialisation in Finance Management and International Business Management.

**Bachelor of Commerce in Accountancy 1996** Kanpur University, India

**NIIT USA Inc 2004 -2006 1998 – 2002**

**Accounts Executive**

* Responsible for offshore vendor Management.
* Responsible for Revenue Recognition and Transfer Pricing process on monthly basis.
* Calculating sales incentive on the basis of targets achieved by sales personnel every quarterly
* Handling Internal and Statutory Auditors (PWC Auditors) for offshore audits

**OTHER EXPERIENCES**