

# Monish Anil

**Mobile:** +97156 890 6326 **Email:** monishanil2031@gmail.com

Self Motivated and proficient Manager with 10+years of Experience in Fire & Safety field.

Result oriented with a proven track of working collaboratively with team members to achieve goals.

Experienced in both Finance, Fire & Safety field. Adept industry knowledge and a passion for Business and Project Management.

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## Skills & Highlights

- Strategic planning
- Business development and planning
- Quality control
- Forecasting ability
- Quick/Key decision making skills
- Networking strength
- Conflict resolution
- Result-oriented
- Vendor management
- Relationship building and management
- Revenue generation
- Sale expertise
- Marketing
- Staff management
- Negotiation
- Verbal and written communication

## Work Experiences

### Business Development Manager, Al Insaf Fire & Safety – Sharjah

Dec 2017 - Present

- Developing Business Relations and maintaining relationships with key clients. Worked with existing customers to increase purchases of products and services
- Coordinated innovative strategies to accomplish objectives and boost long-term profitability. Increased the company turnover by 50% by adapting market strategies during the period of 14 months.
- Proposed marketing strategy ideas to optimize targeting of customers
- Able to work closely with the sales team to develop sales tools and training packages for key staff
- Increasing brand awareness and bringing in new customers
- Streamlined operational efficiencies by delivering recommendations for knowledge-base processes and procedures
- Identified key products, services and customers and used data to devise innovative sales and marketing plans enabling dramatic growth
- Devised effective marketing, sales and other promotional initiatives
- Prepare Bill Of Quantity for Projects related to Fire & Safety
- Able to multi-task, prioritize, and manage time effectively
- Motivating, supervising and directing employees in their day-to-day tasks for exceptional performance
- Coordination & Supervision of projects.

### Manager, FEMCO – Abu Dhabi

Mar 2011 - Oct 2017

- Responsible for Accounts, Admin, Procurement & Management of the business
- Reviewing Sales, Customer concerns & new opportunities to drive business strategy
- Researching Market Trends
- Creating new sales & marketing strategies to drive growth
- Maintaining productive & Excellent relationships with vendors & customers
- Assessing areas of service concerns & developed improvement plans
- Performing monthly reconciliation of sales, purchases & all other transactions
- Ensuring Customer Satisfaction in the field of Supply of Products & Service provided

- Training and guiding team members to maintain high productivity and performance metrics.
- Boosting team member productivity by enhancing performance monitoring and instituting motivational approaches.
- Maintaining team efficiency by strategically delegating daily activities, monitoring output and rewarding positive contributions.
- Reviewing performance data to monitor and measure productivity, goal progress and activity levels.
- Hired, trained and mentored staff to maximize effectiveness.
- Achieved or exceeded financial goals on regular basis by controlling expenses, optimizing schedules and regulating inventory usage.
- Evaluating suppliers to assess quality, timeliness and compliance of deliveries, maintain tight cost controls and maximize business operational efficiency.
- Communicated best practices among on-site and external personnel to align efforts and goals.

**Accountant, CCG Group – Abu Dhabi**

Nov 2007 to Oct 2010

- Managing day to day work operations for Finance and Accounts.
- Monthly Mis-Report preparation.
- Experience in performing financial calculations or financial analysis.
- Effectively maintaining monthly stock audit reports, positive and productive working relationships in internal / external and team environments.
- Monitoring and interpreting cash flows and predicting future trends, Analyzing change and advising Accordingly.
- Monitoring payments due from clients & promptly contacted clients with past due payments.
- Creating daily & weekly cash reports for accounting management.
- Reconciling Vendor statements & handled payment complaints & discrepancies.
- Coordinating work between different departments.
- Processing Accounts Receivable & Accounts Payable.
- Managing & responding to all correspondence & inquiries related to customers & vendors
- Responsible for Office Staff & Project Staff Salary ( Including Overtime) summing up to more than 250+ Employees.
- Reconciling Company Bank Statements, Credit Cards etc.
- Assisting in Inter - Branch accounting.
- Maintaining and processing invoices, deposits and money logs.
- Analyzing budgets, financial reports and projections for accurate reporting of financial standing.
- Partnering with auditors to prepare yearly audits.
- Reconciling accounts and reviewed all materials, including surplus, income, expense data, net worth and Assets.
- Worked with management at project level to achieve expense plans.
- Managing entire accounting cycle including gathering information, preparing documents, finalizing reports and closing books.

### Computational Skills

**Computational Skills:** Microsoft Office , Auto cad, Oracle,

### **Academic Qualification**

**2007 – 2010 Bachelors in Commerce & Computer Application**

Our International Study Centre - MG University, Abu Dhabi

**2007 Higher Secondary Certification**

Sunrise English Private School, Abu Dhabi.

### Personal Details:-

**Date of Birth :** 31-07-1989

**Nationality:** Indian

**Languages Known:** English, Malayalam, Hindi & Tamil

**UAE Driving License Valid Until 2021**

**Sharjah Civil Defense - Engineer Card Holder Valid until 2020**