

Imthiaz Basha.G

Mobile: +971 55-6071028
WhatsApp: +91-9941132558
Email: imthiaz.basha91@gmail.com



Accounts / Purchase Manager

Career Objective

To become a leading professional in the industry, using my technical and management skills. I would like to contribute in the continuous growth of the company, to achieve the career growth through a continuous learning process.

PROFESSIONAL EXPERIENCE:

6years of experience in the field of Accounts, Purchase with the hands on experience in Admin, Good Knowledge and Experience on Client's & Supplier's Side.

❖ **WOOD CRAFT HOUSE LLC** **July, 2018 – Till Date, Dubai.**
Accounts & Purchase Manager - Exhibitions & Events.

Roles & Responsibilities

- Exhibition & Interiors Project execution and production as per the required deliverable while ensuring quality control.
- Allocate project to the production schedule based on the dates.
- Briefing the stand to the awarded contractor along with the Project manager, Sales, Designer & Head of Production and fill in the briefing form with clear scope of works and finishes etc. and get acknowledgement from Sales, Contractor.
- Handling Project Manager & Production Manager Team.
- Maintaining coordination between the subcontractors like taking actual measurements by the graphics contractor, pre wiring and lighting provisions etc. by the electrical contractor.
- Arrange the samples from various sources and get the approval from client.
- Monitoring of the progress of each project to ensure the production is on schedule and for a successful mock-up and onsite installation.
- Organise a meeting prior to the move-in date of any show with all contractors to discuss loading plan, offloading plan and step-by-step build-up pattern and provide all contractors a copy of the hall layout clearly marking their stand and its orientation.
- Hiring the daily wages like (Carpenter, Painter & Helper) request by the Project Manager.
- Ensure the entire build-up goes on without a hitch (safety & quality being our priority).
- Handle work independently on site and handover the stand to the client on time.
- Manage all accounting transactions
- Post and process journal entries to ensure all business transactions are recorded
- Prepare asset, liability and capital account entries by compiling and analyzing account information
- Update accounts receivable and issue invoices
- Prepare budget forecasts
- Planning the cash flow & Fund Flow
- Control the cash flow
- Handling Petty Cash each accounts

- Cash withdraw & Cheque Deposit to the Bank
- Maintaining the Statement of Accounts each supplier's and Client's as on date
- Planning for the suppliers payments against on Client' Payment
- Prepare and submit weekly/monthly reports
- Publish financial statements in time
- Handle monthly, quarterly and annual closings
- Reconcile accounts payable and receivable
- Reconcile Bank statements (As per Books & As per Statement)
- Ensure timely bank payments
- Compute taxes and prepare tax returns
- Filing the VAT as per the Federal Tax Authority (UAE Law)
- Manage balance sheets and profit/loss statements
- Report on the company's financial health and liquidity
- Audit financial transactions and documents
- Reinforce financial data confidentiality and conduct database backups when necessary
- Comply with financial policies and regulations
- Arranging the Materials needed from the each production department
- Preparing the Local Purchase Order
- Import Goods from outside country
- Coordinate with supplier's for the materials delivery on time
- Tracking the Project Cost Expenses
- Preparing the Project wise Report
- Cash allocation for each project
- Analyze and compare financial reports and pricing proposals from several trusted suppliers before negotiating terms and prices to obtain the best deal for the company.
- Monitoring contracts to ensure that the supplier meets expectations and invoices are approved and paid in a timely manner.
- Making any required adjustments or changes to existing contracts.
- Keep track of all goods and services ordered and received, and maintain accurate inventory records including details on price, performance, and delivery.
- Ensure responsible procurement practices meet company objectives and compliance requirements.
- Prepare, maintain, and review purchasing files, reports and price lists.

❖ **NEW WOOD BUILDING MATERIALS**

May16 – June 18, Dubai

Accounts, HR, Admin & Purchase Manager – Building Materials

- Obtain and maintain a thorough understanding of the financial reporting and general ledger Structure.
- Assist the Controller in the daily Banking Requirements.
- Achieve high level of customer satisfaction through selection of products, vendors and building techniques.
- Coordinating with local supplier's office on the enquiries sent by our sales team.
- Evaluating the cost and pricing of the product.
- Timely and prompt follow up with the suppliers on delivery.
- Must update the sales on the current position for their respective buyers.
- Maintaining a healthy relationship with existing customers while opening up fresh customers.
- Providing sales and administrative support involving efficient handling of top and confidential agreements.

- Supporting the sales team in attaining sales targets.
- Preparing Delivery order & Invoice
- Preparing Daily, weekly, & Monthly Sales analysis.
- Collecting, analyzing evaluating and accounting the information in order to increase productivity of sales.
- Promoting the facilities of the organization to fresh and existing customers through a proactive approach.
- Coordinating and responding to all requests of internal meetings.
- Preparing month-end Sales reports for senior managers and also presenting them.
- Follow up the Client's Payments
- Tracking sales orders to ensure that they are scheduled and sent out on time.

❖ **M- Three BUILDING MATERIALS** **June 14 – April 16, Dubai**
Admin & Business Development Executive – Building Materials

- Preparing Delivery order & Invoice
- Providing inputs and ideas into marketing enterprises and subsequently promote them and monitor responses.
- Preparing proposals, sales, reports, and Presentations.
- Maintaining warehouse Materials Stock.

Educational Qualification:

- ❑ **MCA** (Master of Computer Application) with an aggregate of 83%, MEASI Institute of Information Technology.
- ❑ **BCA** (Bachelor of Computer Application) with an aggregate of 65%, KCS Kasi Nadar College of Arts & Science.

Computer Proficiency:

- ❑ Completed **Tally ERP 9.0** in **Apollo Computer Education**.
- ❑ **MS Office Applications (Excel, Word, Power point, Outlook)**
- ❑ **Hardware & Networking Knowledge**
- ❑ Completed **Typewriting** in English

Personal Profile:

Nationality : Indian (Muslim)

Marital Status : Married

Languages known : English, Urdu, Hindi, Tamil & Malayalam

References will be submitted on Upon Request

Regards,

Imthiaz Basha.