



IRSHAD

Accounts Management – Financial Reporting

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Key Skills

Credit Control

Finance & Accounts

Cash flow Management

Fixed Asset Management

Effective Coordination

Strategic Planning & Execution

MIS Reporting

Financial Analysis

Debt Management

Skilled Accounting, Indian national, professional with over 7 years of GCC experience currently working towards obtaining Senior level designation in a reputable organization. Strong understanding of all aspects of Accounting & Financial Management. Proven ability to manage multiple assignments while meeting tight deadline schedules. Possess skills, connections, experience, and the ideal attributes to manage company's needs in different accounting areas such as tax accounting, internal auditing, accounts management, and analysis of Financial Statements among others, high-performance, mission critical setting Possess a valid UAE driving license. Multilingual in English, Arabic, Hindi, and Malayalam.



Profile Summary

- ▶ A result oriented professional with over 7 years of experience, including 4 years in UAE, within Retail, safety, and automobile sectors
- ▶ Currently working as Senior Accountant with Day to Day Group, Dubai, UAE
- ▶ Experience in wide range of aspects of Finance and Accounts ranging from P&L, Balance sheet, General Ledger & Journal Entries, Payroll, Payable, Receivable, Reconciliation, credit control & Costing
- ▶ Ability to prepare reports or rationale with respect to key accounting decisions. Proficient in preparing structured MIS reports for senior management with detailed analysis
- ▶ Knowledge of accepted accounting principles, procedures, and standards. Ability to apply conceptual, analytical, and evaluative skills in accounting operations and provide tactful advice to managers
- ▶ Analysed quarterly and annual financial statements using trend, variance and what-if scenarios and generated specialized ad-hoc reports for management reporting
- ▶ Distinction of successfully working on variety of ERP Packages such as SAP Business one, Peachtree, Quick Books, ZOHO Books & Tally ERP9, Manual Accounting, tax. Also skilled in MS Office, Macromedia flash, Dream viewer, HTML & Photoshop
- ▶ Excellent interpersonal, communication & organizational skills with demonstrated abilities in team & customer relationship management

Soft Skills



Major Career Timeline



Work Experience

Feb 2020 – Present

Day to Day Group, Dubai, UAE as Senior Accountant



Reporting to Finance Head, challenged to report higher management for monthly financial position of the Group, having turnover of more than US\$ 100M

Key Result Areas:

- ▶ Responsible for preparing P&L & Balance Sheet for monthly, quarterly & annual Financial & Management Accounts
- ▶ Monitor the credit control and ensure that overdue remains under control and prepare reports
- ▶ Review detailed analyses of fixed assets, general ledger accounts, and forecast depreciation expenditure on a monthly, quarterly and annual basis
- ▶ Maintain the cash flow of the Company and monitor policies and strategies initiating credit issues
- ▶ Monitor and analyze General Ledger accounting to ensure that all revenues and costs are correctly allocated and monitored including regular reconciliations of accounts
- ▶ Analyze accounts review and prepare financial reports and subsequently propose and implement solutions with respect to problem transactions and irregularities
- ▶ Establish and maintain close relationships with bank managers and auditors, ensuring compliance with all regulatory bodies. Participate in the decision making of tenant mix and brands selections
- ▶ Coordinate in completing balance day adjustments, closing entries and internal control systems to allow all final statements and bank reconciliations to be complete. Manage salary through WPS system
- ▶ Responsible for timely preparation of the quarterly VAT returns
- ▶ Liaised with internal as well as external auditors

Jan 2018 – Jan 2020

LOTO Safety Products, Dubai as Senior Accountant



Hired to perform task including managing all accounting functions including Accounts Payable, Accounts Receivable, General Ledger, Material Inventory, Financial Statements. Handled full cycle of accounts receivable including invoicing, collections, and entering receipt of payment

Key Result Areas:

- ▶ Prepared various schedules of P&L & Balance Sheet for monthly, quarterly, and annual Financial and Management Accounts.
- ▶ Assisted in performing all tasks necessary to achieve the organization's mission and help to execute staff succession and growth plans. Prepared and maintained a projected cash flow statement over 90 days
- ▶ Prepared tax returns – VAT
- ▶ Performed inventory control on a daily basis; recommended alternatives to avoid surplus and cost savings by improving the Purchasing strategy
- ▶ Prepared profitability analysis and evaluated new products including pricing relative to the market well as setting up appropriate markups
- ▶ Assembled documentation for yearend audits and responded to auditor's enquiries
- ▶ Prepared outstanding report for debtors for Senior Management on weekly basis and followed up with the debtors liaison with marketing team

Previously Held Position
Sep 2015 – Dec 2017

Accountant, **ALGHANIM Industries – HONDA, Kuwait**



- ▶ Master of Commerce & Management Studies from Calicut University, India in 2015
- ▶ Bachelor of Commerce (B. Com) from Calicut University, India in 2013

Education