

Faisal Abdul Majeed

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OBJECTIVE

Secure a position as **Accounts/Auditing/Islamic Banking & Finance Management** with a well-established organization that will utilize my exceptional organizational skills, education, experiences and management skills that will help me continue to grow in my career.

PROFESSIONAL SKILLS

- Accounting & Financial Audits
- Cash Flow Management
- Financial Analyst
- Forecasting & Budgeting
- Implementation of SOP's
- Internal Controls
- Legal & Statutory Compliance
- Operational & Sharia Audits
- People Management
- Variance Analysis

PROFESSIONAL SYNOPSIS

❖ December, 2017 to Present Internal Auditor

AVBC Business Consultants Private Ltd, Kerala, India.



➤ Responsibilities

- Compiling and Draft audit reports for review by the lead auditor and senior managers.
- Generating ideas to maximize assignment profitability.
- Identify any gaps in controls and make practical recommendations.
- Involved in compliance, financial reporting, integrations & risk management.
- Performing audit assignments in compliance with the Government Internal Audit Standards.
- Planning and conducting professional management system audits.

❖ October, 2016 to November, 2017 Finance Manager

Accountants Service Society, Kerala, India.



➤ Responsibilities

- Coordinate with HR staff to update personal history records with changes in employee remuneration and benefits.
- General accounting which include reconciliations, preparation of balance sheet and P&L a/c, financial analysis and reporting.
- Intercompany settlements and reporting on balance due amounts and resolve outstanding open items to help in ensuring.
- Preparation and finalization of monthly, quarterly and annual forecasts.
- Prepare E-filing tax returns (GST or VAT) and update in the system, all payroll amendments, normally to pay the salary of the month after confirmation.
- Preparing periodical MIS reports and replying ad hoc queries from stake holders like auditors and finance controllers.

❖ **March, 2015 to September 2016**
Finance Manager

Al Wafrah Tech. Contracting, Sharjah, U.A.E.



➤ **Responsibilities**

- Analyzing the on-going profitability of all ventures entered into by the company.
- Assisting with budgets and forecasting.
- Ensuring that strong financial controls and procedures liaise with auditors.
- Interpreting cash flows, monthly bank reconciliations and predicting future trends.
- Management reporting, risk management and compliance.
- Managing and developing a team of Accounts and Finance professionals to meet their deadlines.

❖ **July, 2008 to March, 2015**
Senior Accountant

Bank of Sharjah, Dubai, U.A.E.



➤ **Responsibilities**

- Attend all financial transaction and ensures compliance with the Central Bank directives.
- Develop financial systems to facilitate the management decision-making.
- Develop internal control policies, guidelines, and procedures for activities such as budget administration and accounting.
- Direct the preparation of financial reports, including cash flow, income statements, balance sheets, and reports for the Central Bank.
- Liaise all financial matters with the Central Bank pertaining to Basel II and with external auditors and ensure the fulfillment of all auditing requirement.
- Preparation of financial statements, business activity reports, financial position forecasts, annual budgets, and reports required by the Central Bank.

❖ **April, 2006 to July, 2008**
Accountant

High Speed Galaxy Building Materials Trading L.L.C., Dubai, U.A.E.



➤ **Responsibilities**

- Assist in auditing activities by providing necessary information, budget preparation and expense management activities for assigned accounts.

- Coordinate with finance team to complete assigned accounting tasks within deadlines.
- Generate financial reports and statements to Managers for review.
- Monitor and record financial transactions according to company policies and regulations.
- Perform financial analysis and reporting to management
- Review and recommend changes to existing accounting procedures.

Qualification	Institute	Year of Passing
Doctorate in Management Studies (DMS) In Islamic Banking and Finance	Indian Institute of Management Learning, Pune, India.	2015 – 2017
Master of commerce (M.Com)	Madurai Kamaraj University – Viswabarathi Educational and Charitable Trust, Kerala, India.	2014 – 2017
Dual Master of Business Administration (M.B.A, Specialization: - Finance)	Azteca University and Central University of Nicaragua – IIMTS, Dubai, U.A.E.	2012 – 2014
Bachelor of Commerce with Information Technology (B.Com. I.T.)	University of Calicut – My Campus Education Centre, Abu Dhabi, U.A.E.	2007 – 2010

IT CERTIFICATIONS

Accounting Packages [Microsoft (Dynamics GP, 365 for Finance & Office), Oracle (E-Business Suite Financials, Fusion, Hyperion & NetSuite), Quick Books, Sage 50, SAP ERP (Business One & FICO) & Tally ERP], E-Commerce, Graphic Designing, Hardware's, Languages, Microsoft Office, Networking, Operating Systems (Linux, Mac & Windows), Software's, Servers and Tableau.

STRENGTHS

Accuracy, Adaptability, Alert, Ambitious, Amiable, Analytical, Articulate, Assertive, Attentive, Banking Concepts, Capable, Critical Thinking, Communication, Competent, Confident, Determination, Flexibility, Goal-Oriented, Intelligent, Initiative, Interpersonal, Leadership, Listening, Negotiation, Organizing, Patient, Planning, Practical, Problem Solving, Productive, Realistic, Reliable, Resourceful, Responsible, Self-Motivated, Team Work and Versatile.

PERSONAL DATA

Date of Birth : 08th, December, 1987
 Father : Abdul Kader Abdul Majeed
 Marital Status : Married
 Passport No : M 9907183
 Place of Birth : Sharjah, U.A.E

LANGUAGES

✓ Arabic, English, French, Hindi, Malayalam & Tamil.