

Syed Billal

Accounts & Finance Executive

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Profile

15 years' experience in Finance/Accounts, Admin & Purchase sector in Bangalore (India), Bahrain & Abu Dhabi, UAE. I seek to work in an organization which offers a challenging & stimulating environment in congenial atmosphere, providing scope for individual development

Professional Experience

2020 – present Dubai, UAE	Accounts & Finance Manager <i>AlSaudi AlYamani Restaurant</i> Coordinate daily Front of the House and Back of the House restaurant operations. Close coordination with credit suppliers and ensuring Finance best practices in all areas. Create detailed reports on weekly, monthly and annual revenues and expenses. Promote the brand in the local community through word-of-mouth and restaurant events.
2015 UAE	Accounts & Finance Manager <i>O.P Performance Auto Service Center</i> Maintain financial oversight and make recommendations on financial issues to assigned business unit. Overall responsibility for all accounting transactions per the laid down internal controls. Day to day liquidity management and investment of excess cash. Expense analysis on a monthly basis to determine accuracy and reasonability. Supervision of operations back-office staff (eight staff members). Provide project financial support and analytics related to financial and other performance metrics to assigned business units. Responsibility of keeping track of payable and receivable payments.
2014 Bangalore, India	Chief Accountant <i>Nexus Safety Solutions</i> Monitor all financial records, ensure authenticity of all data and prepare appropriate presentations for same. Coordinate with Accounts Payable Manager and monitor all financial transaction activities and ensure accuracy. Coordinate with accounting department and utilize approve funds for appropriate projects. Supervise efficient working of all accounting officers and financial analysts. Perform full set of accounts and ensure timely closing of accounts. Establish and maintain systems for cost-sensitivity analysis and early warning of cost-overruns.
2009 Bahrain	Accounts Manager <i>Salam Home Appliances</i> Independently handling Finance, Accounts & Purchase Dept. Timely reporting of financial information. Preparing monthly income and expenses statements. Develop maintain and analyze budgets, preparing periodic reports that compare budgeted cost to actual costs. Finalization of accounts, Trial Balance, P&L and balance sheet. Maintenance of general ledger accounts.

Bahrain

Accounts & Finance Controller

Lost Paradise of Dilmun Water Park

Provide Financial & Human resource advice guidance to Admin Dept. Participate in strategic financial & human resources planning. Research, preparation and submission of annual Budget. Ensure compliance with financial legislative procedures and adhere to the terms and block fining and contributions agreements. Develop and implement purchasing practice and monitor the purchasing procedures. Reconcile general ledgers accounts. Evaluate the performance of the provided training and developments opportunities for finance and admin staff.

Three times award as best employee. (Lost Paradise of Dilmun Waterpark)

2005

Bahrain

Procurement officer

Al Hamad Construction

Costing on menu required by clients. Keeping track of available food product and cost of market. Rising LPO with at least 3 different quotations. Arranging delivery shipments on right time. Keeping track of return material to the suppliers. Coordinate with Finance Manager and credits and debits. Control stationery. Coordinating Bahrain clearing port.

Awards

Best Employee Award

Lost Paradise of Dilmun Water Park

Education

India

Bachelor of Arts

Osmania University

Skills

- **Tally ERP**

- **AutoCAD**

- **MS office**

Proficient in Excel

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- Holding UAE Driving License