

Kamal Shaikh



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PassportNo. V7725760 Expiry 27-04-2031, Valid UAE driving License 30-05-2026

Career Objective Seeking a rewarding and challenging position in Finance Management in an organization that will give opportunity for prospective growth.

Professional Synopsis

A Finance professional with exhaustive experience of **30 plus years**, handling the entire gamut of Accounting and Finance encompassing **Financial Accounting and reporting, M.I.S reports ,Budgeting,Variance analysis, Cash flow management ,Fixed Assets management etc.**

Occupational Contour:

- 1) Organization Corporate Shipping LLC Dubai UAE**
Designation Credit Controller
Duration Jun2019 – Sep 2021

The company is into freight forwarding agency, dealing with complete vessel operations related to financial transactions viz. slot payments, ship repairs invoices, agency invoices etc.

Reporting directly to Managing director of the company on the credit control, payables and receivables, job closure monthly reports, cash flow management.

Job Profile:

- ❖ Handling complete debtors aging analysis and reviewing them with staff on daily basis ❖
- Controlling the cash flow management
- ❖ Reporting to managing directors on revenue management
- ❖ High value debtors aging handled separately
- ❖ Credit application submission to reliable customers
- ❖ Management reports presentations
- ❖ Dealing with auditors and resolving discrepancies

- ❖ All vessel operations related invoices scrutiny
- ❖ Ship repair invoices payments
- ❖ New software logiplus implemented to ease the work flow with operations and directly linked to finance
- ❖ Visiting customers on dispute invoices and getting them resolved

2) Organization Al Gafry Consultants, Integrity solutions and Majestic Perfumes LLC (Group) Dubai UAE

Designation Group Senior Finance Manager

Duration May 2017– Jan 2019

The company is dealing into design and consultancy, construction and perfumes (in UAE & OMAN)

- ❖ Being in-charge of all three companies, had directly 200 staff members directly reporting to me
- ❖ Handling key portfolio with top management and discussing business growth and plans ❖ Drawing new policies and guidelines to strengthen the finance area and to avoid any slips in payments
- ❖ Reviewing complete bank reconciliation
- ❖ Presentation of month end report viz profit and loss and balance sheet
- ❖ Taking necessary actions on adjustment entries if required
- ❖ Implementation of software for business growth and controlling of accounting structures ❖ Rentals and contractual payments (synopsis), taking care of any addendum
- ❖ VAT filling as per FTA, ensuring refund if any is taken care with an appropriate follow-up

3) Organization UITC Group Dammam, Saudi

Designation Finance Manager

Duration April 2016 - Dec 2016

The company is into oil & gas, owned rigs direct dealing with Saudi Aramco and it has other subsidiary business dealing with SABIC

- ❖ Having staff of 15 members under various finance department viz accounts payable & receivables, cash flow management, payroll & management accounting directly reporting to me ❖ Discussing the management report with VP-Finance on regular basis
- ❖ Taking care of staff final settlement, leave encashment, leave without pay & overtime workings
- ❖ Meeting with staff for project related work & ensuring to finish the task with target dates ❖ Quarterly report presented to management on the profit scenarios
- ❖ Taking control of inventories/warehouse
- ❖ Discussing with procurement department on open LPO's and taking prompt action in closure of the same
- ❖ All banking transactions with their reconciliation was controlled to ensure they are kept intact

4) Organization WNS Global Services , Mumbai India

Designation Consultant

Duration Nov 2015 - Jan 2016

WNS is a leading Business Process Management (BPM) company

Delivering an entire spectrum of BPM services in finance and accounting

Its global footprint spans 16 countries with 55 delivery centers worldwide including in China, Costa Rica, India, the Philippines, Poland, Romania, South Africa, Spain, Sri Lanka, Turkey, United Kingdom and the United States.

- ❖ Interacting with Virgin Australian airlines on all financial issues
- ❖ Scrutinizing their route wise catering upliftment voluminous data and identifying the mismatches straightening their record fleet wise
- ❖ Attending conference calls from Brisbane with top notches and discussing the guidelines to avoid discrepancies in data
- ❖ Preparing PPT audit reports for presentation to the management for their action
- ❖ Aligned their fixed asset register to make it easier understanding for management
- ❖ IAS methods were adopted to ensure accounting transactions are in line with current policies

Qatar Airways, is the state-owned flag carrier of Qatar. Headquartered in the Qatar Airways Tower in Doha, the airline operates a hub-and-spoke network, linking over 125 international destinations across Africa, Central Asia, Europe, Far East, South Asia, Middle East, North America, South America and Oceania from its base at Hamad International Airport, using a fleet of more than 100 aircraft.

I have worked with Qatar Airways Group, Doha Qatar for over **13 years (2002-2015)** in different capacities starting from an Accounts Assistant to Finance Officer in Doha Qatar. I got the opportunity to do audit for station finance in **Oman, Bahrain, Saudi, U.K.**

Special Achievement:

I have received airline sapphire award for rendering best loyal and honest services from Qatar Airways Group Jun 2014

5) Organization Qatar Airways Group, Doha Qatar

Designation Finance Supervisor

Duration Jun2007– Jan 2015

JobProfile:

- ❖ 6 years Senior Position level experience, heading Finance & Accounting for Qatar Airways Financial Management and accounting
- ❖ Recognized for the ability to drive improvements to the financial health of the organization Through cash flow expansion and cost reduction.
- ❖ Proven record of developing and implementing financial and operational control

which Helped to improve the profit and loss scenario.

- ❖ Proficient in using various ERP modules such as GL, AR, AP, treasury management, fixed asset management of **OracleFinancials**.
- ❖ Adopt in the application of IAS and IFRS procedures
- ❖ Positive outlook & inquisitive mind, ability to go along with & lead the team.
- ❖ Superior judgment, analytical & decision making abilities.
- ❖ Ability to work under pressure while adhering to strict matrices of quality and
 - ▶Generating the financial reports on monthly, quarterly and yearly basis.
 - ▶Manage and lead a team of accountants to meet the deadlines and ensure a timely closing.
 - ▶Preparation of monthly M.I.S reports and review of trial balance to identify variances.
 - ▶Involved in designing a yearly budget.
 - ▶Managing and improving Cash & Funds Flow and ensuring the availability of funds when required.
 - ▶Oversee the debt repayments and any financial obligations of the company under finance documents.
 - ▶Reviewing debtors/creditors age analysis and fixed asset management.
 - ▶Ensuring the maintenance of appropriate internal controls and financial procedures
 - ▶Ensuring strict compliance with all relevant regulations and group policies set as Appropriate and also honoring the local rules and regulations.
 - ▶Liaison andco-operation with Operational Management to help them generate leads/revenue and meet the monthly/yearly targets.
 - ▶Review all contracts and agreements for the company i.e.Airlines incentive agreements, rent contracts, employment contracts etc.
 - ▶Liaising with internal & external Auditors and Banks.

As a Supervisor:

- ▶Responsible for the entire revenue and financial accounting of the department.
- ▶Reconciliation of various accounts like Interdivision, Banks, etc.
- ▶Preparing accruals and other month end adjustments, finalizing the monthly closing and financial reports.
- ▶Liaison and co-operation with Operational Management.
- ▶Ensuring strict compliance with all relevant regulations and group policies set a appropriate and also honoring the local rules and regulations.

6) Organization KOKAN MERCANTILE CO-OP BANK LTD; Mumbai India Duration April 1990 to Apr 2002

Designation Senior EDP Executive

JobProfile:

- ▶Sound knowledge of UNIX and C language
- ▶Direct liaison with Board of Directors of Bank, presenting them shareholder's report
- ▶Preparing consolidated Trail balance of the bank, processing monthly staff salary, assisting all branches in month end and closing activities
- ▶Arranging meeting with Subordinate For Smooth functioning of the work

- and identifying the problematic areas by providing solutions
- ▶ Interacting with Reserve Bank of India for foreign currencies viz USD, GBP, SAR etc, and making optimum benefits of the bank by earning profits in making exchange and re-utilizing the same by buying other profit making currency, hence obtaining maximum profit for the organization
- ▶ Updating the higher management of the day to day activities

Special Achievement:

I have received Letter of Appreciation from higher management Bank for rendering loyal services Nov 2006

7) Organization COMMERCIAL ART ENGRAVERS PVT LTD; Mumbai, India Duration Jan 1989 to Jan 1990 Designation Finance Executive

Job Profile:

- ▶ Entering and releasing related information on computers in COBOL Language, preparing outstanding list of debtors and maintaining routine bank accounts.
- ▶ Handling import documents through bank foreign exchange Department.
- ▶ Furnishing weekly petty cash book details, filing tax returns of the company
- ▶ Preparing in brief statistical data of company's performance and liaising with board of directors on financial matters.
- ▶ Inviting tenders and quotations for the new hardware purchase from various vendors and arranging timely payments as per commitment.

8) Organization HOTEL SANDS, Mumbai ,India Duration Jan 1990 to Jun 1990 Designation Finance Executive

Job Profile:

- ▶ Looking after administrative and financial matters and executing high quality services within specific time frame.
- ▶ Direct report to Managing Director of the Hotel and apprising him of all financial related issues.
- ▶ Arranging bank funds for staff salary by keeping track movement on revenue ▶ Inviting tenders and quotations for the new hardware purchase from various vendors and arranging timely payments as per commitment.

9) Organization S.P. JAYAWANT, DESAI AND COMPANY(C.A), Mumbai,India Duration Mar 1988 to Sep 1988 Designation Internal Auditor

Job Profile:

- ▶ Handling various accounting activities in large companies which includes accounts payables and accounts receivables transaction.
- ▶ Preparation of General Ledger, Subsidiary Ledger, Production of periodic reports
- ▶ Review of general vouchers, recording accounts transactions, bank reconciliation of accounts
- ▶ Drawing trial balance right up to balance sheet as per companies act.

Education:

- ▶ **Bachelor of Commerce 1988 (Financial Accounting & Auditing) – University of Mumbai**

India

Professional-

- ▶ Diploma in Computer **Programming & System Analysis**
- ▶ Certificate Course in **Ms-Office**

(On Job Training)

- ▶ **Five Star Leadership Foundation and Advance course from Qatar Airways Feb 2014**
- ▶ **Quantum Modules – Budgeting System Course Aug 2014**
- ▶ **Oracle Financials R12 version-modules GL/AP/AR/Fixed Asset Mgmt/Treasury Mgmt. Mar'07**
- ▶ **Time Management course from Qatar Airways Sep 2006**
- ▶ **Letter of Appreciation from CEO of Qatar Airways for participating as torch bearer on behalf of Qatar Airways in 15th Asian Games 2006 Doha Qatar**
- ▶ **Group Emergency Management Training Sep 2005**
- ▶ **Winners and Achievers Course from Qatar Airways. Oct 2005**
- ▶ **Bureau of Information Technology Studies – Workshop on C and Unix Feb 1994**

Personal Dossier:-

Mobile : +971 – 503721662

Nationality : Indian

DOB : 28th Nov, 1966

Religion : Islam

Civil Status : Married

References :-

- 1. Mr Qazaffi Potiavala – Financial Specialist at Saudi Aramco Dammam – Mob - +971/561700106 Email - pqazzafi@yahoo.com**
- 2. Mr Zuber Shaikh – Finance Officer Qatar Airways Doha Qatar - +974/77252699**
- 3. Mr Rizwan Khan – Senior Manager Finance at FlyNas Riyadh Saudi Mob - +966/537690287 Email - RKhan@nasaviation.com**