

Curriculum Vitae

SHAJEER ISMAIL

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CAREER OBJECTIVE

A positive and professional individual seeking to be a part of an organisation in Finance / Accounting, where my skills as an individual and a team member contribute to the benefit of the organisation, discharge of my duties and responsibilities for the growth of organization & self.

PROFESSIONAL SYNOPSIS

- Professionally Qualified with Masters Degree in Commerce & Accounting (M Com)
- Result oriented & proactive professional with qualitative experience of 16+Years(14 years in UAE)
- Expertise in reviewing & Analysing the financial performance, Accounts finalisation, Auditing, Taxation, Group Consolidation, managing the team etc.
- Expert in analysing and designing the systems, procedures, internal controls. Highly experienced in handling corporate banking and business relations.
- Strong in Team building, Relationship Management, Problem solving with high Interpersonal skill

AREA OF EXPERTISE

Financial Control Policies	Audit& Finalisation of Accounts	Retail Operation
Financial Position Analysis	Profitability, Efficiency Analysis	MIS,General Ledger,Payroll
Consolidation & Reconciliation	Performance Analysis & Reporting	Training & Monitoring
Receivable, Payable	Cash Flow Management	Credit Control,Trade Finance
Fund Arrangement	Relationship Management	ERP Implementation

PROFESSIONAL EXPERIENCE



Dubai Holding Group LLC as Accounts Manager from May-2017 to till date. Reporting to Head of Finance & Accounts

About the company: Dubai Holding group is a multicultural retail organization representing well known European fashion franchises such as Zara, Zara Home, Stradivarius, Sfera, Women Secret, Promod and Gerard Darel with more than 40 stores across in UAE, Oman, Bahrain and Qatar. The company has got the employee strength of 450+.

Key Responsibilities

- ❖ Management Reports. Maintaining and finalising Books of Accounts, preparing Financials and Consolidated Group Financials as per IFRS and managing Audits
- ❖ Statutory and Interim Audits. Be the point of contact for external auditors and closely work with them by providing relevant information, schedules and explanations to ensure the smooth completion of audit process on time.
- ❖ VAT and other Tax Related activities: Ensure the monthly VAT submissions are done on time and coordinate with the VAT consultants on periodic basis for both UAE, Bahrain & Oman.
- ❖ Annual budget of the company. Closely work with the Head of Finance department in preparing with the annual budget of the company.
- ❖ Feasibility studies. Coordinate with Finance Manager in the preparation of feasibility analysis of new stores / project based on the Management plan.



- ❖ Cash flow management. Monitoring the cash position of the organisation, reporting the same to the management on daily basis, forecasting the future payments, managing bank facilities
- ❖ Closely work with the Head of Finance in delivering timely and accurate financial information, planning and creating accounting policies and reviews.
- ❖ Monitoring the regular activities of 40+ stores, ensure the smooth operation with regards to Financial activities etc.
- ❖ Reviewing the entire accounting system of the organisation and ensure adherence to company policies to maintain highest level of accuracy.
- ❖ Coordination and closely work with IT, HR, Payroll, Operation, Logistics departments etc. Keeping active relation with Bank officials, various mall management officials, Other dignitaries and other service provide officials.
- ❖ Monitoring and Guiding the entire Accounts team members on all day to day related are of work.

❑ **Jacky's Business Solutions LLC as Chief Accountant** from Jan-2013 to May-2017. Reporting to Head of Finance Department



About the company: A leading division of Jacky's Group of companies, which is having the majority market share of trading in Large format Digital Printing Equipment, 3D Printers, 3D Scanners, Queue Management machines & Services, Currency counting machines, GPS Devices etc..

Job Role:

- ❖ Responsible for the complete accounting and finance functions of the company. Handling the daily Cash flow management of the company, liaising with the Bank for day today operation and other trade finance services.
- ❖ Responsible for the monthly MIS reports of the company. Prepare & Present the consolidated income statements and divisional profitability analysis, variance analysis etc.
- ❖ Responsible for the Trade Finance operations of the company. Handle the Letter of credit, Acceptances, Local bill discounting, Bank guarantees, Term Loans, TT-TR etc and liaise with the Bank RM on a daily basis for day to day activities.
- ❖ Responsible for Credit control functions of the company. Reviewing the customer credit application, assessing the credibility of the applicant, and allotting the credit based on the review. Timely follow up with department heads for the collections from the customer. Monitoring the customer credit limit and ensure all the sales order are made within the limit
- ❖ Responsible for Audit and Finalisation of accounts. Preparation of various schedules, prepayments, provisions and co-ordinate with external Auditors for audit related reports and schedules. Overseeing the whole Accounting system to ensure that it is prepared by strictly adhering to Accounting Standard (IAS and IFRS) followed in the Country.
- ❖ Responsible for the yearly budget preparation of the divisions. Meeting with the division head and analyse the previous year sales activities, projection of future period, analyse the Expenses and Income and to prepare the final Budget after associating these factors.
- ❖ Ensuring the proper Inventory control, monitoring the inventory movement, assuring the proper costing of the inventory, scrutinising the inventory related documents etc.
- ❖ Coordinate with the supplier (Local & Overseas) for timely payments and other issues. Ensure the accuracy of the costing of all the GRN and initiate for the payments to supplier.
- ❖ Responsible for the Fixed Asset Management, Intercompany transactions and other adhoc requirements from the Management etc.
- ❖ Verify and distribute the incentive calculations of the sales staffs based on the collection from the customers.
- ❖ Monitoring & ensuring the accuracy of the works of subordinates. Coordinate with them to complete the task assigned within the target dates.

- ❑ **Jacky's Electronics LLC as Chief Accountant** from August-2006 to Dec-2012. Reporting to Finance Manager & Chief Financial Officer. (Worked From 2006 to 2008 As Accounts Executive, 2008 to 2010 as Senior Accountant, 2010 to Dec-2012 as Chief Accountant of Company).



About the company: A division of Jacky's Group of companies. Jacky's Electronics is one of the leading retail groups in UAE with 8 outlets in various locations of UAE, dealing with all major brands in Electronics.

Job Role:

- ❖ Responsible for the preparation of monthly MIS reports, which includes divisional profitability analysis, Comparative P&L with regard to Budgeted P&L etc, Variance analysis.
- ❖ Responsible for Audit and Finalisation of accounts. Preparation of various schedules, prepayments, provisions and co-ordinate with external Auditors for audit related reports and schedules. Overseeing the whole Accounting system to ensure that it is prepared by strictly adhering to Accounting Standard (IAS and IFRS) followed in the Country.
- ❖ Monthly ledger scrutiny, ensuring the accuracy of all the financial entries with regard to MIS reporting and providing various periodical and adhoc reports to the Finance Manager, like debtors ageing, receivables report etc. Monitoring & Co-ordinating with junior staffs to finish the month end works on time to keep the deadline accurate.
- ❖ Cash Flow management of the company. Monitoring daily banking activities of 12 Bank accounts and effective fund utilisation. To Forecast and analyse the cash flow situation of the company and ensure all liabilities are settled in time.
- ❖ Co-ordinate with Dept heads in formation of new accounting policies and procedures and implementing it in a computerised environment with the support of IT dept to ensure the better practice and control.
- ❖ Co-ordinate with showroom managers for cash and bank related activities. Ensure all the cash collections are deposited in to bank and all the credit card transactions are credited in our bank accounts.
- ❖ Analyze and settle complication of accounts related task .Responsible for all credit card related queries from the bank and outside source and Liaising with the bank regarding Credit card refund.
- ❖ Responsible for the maintenance of Inter company accounts and reconciliation of the same. Monitoring and generating various monthly & weekly reports pertaining to normal transactions and ensuring overall control of GL related aspects.
- ❖ Preparation and maintenance of fixed asset module, depreciation calculation and reconciliation with General ledger, preparing monthly fixed asset analysis report.
- ❖ Receivables & Credit Control management. Monitoring debtors collection and debtors ageing and to provide supportive action to resolve the issues in association with Credit control department.
- ❖ Responsible for the maintenance and Reconciliation of Cash accounts, foreign currency accounts, Bank accounts, Credit card accounts Calculation of exchange gain and allocation of exchange gain on monthly basis
- ❖ Day to day accounting works including journal preparation, Bank receipts, cheques discounting, Fund transfers, preparation & calculation of monthly sales incentive calculation on the basis of achievement of targets, preparation and allocation of the DEWA, Etisalat, Eppco Bills etc.
- ❖ Preparation of payment vouchers after adjusting purchase returns and various Debit/Credit notes and verification of GRNs after considering supplier invoices. Co-ordination with Purchase Dept / Marketing Dept. for the preparation of Debit Notes related to the marketing / promotional activities.

- ❖ To support & Coordinate with marketing department to implement difference loyalty programmes, gift voucher programmes with other third parties such as banks, financial institutions.
- ☐ Worked as **Accounts Assistant** in an accounts consultancy firm (C.D.Shaju & Co, Kerala, India) from July-2002 to Nov-2004

Other Assignments:

- ☐ Participated in **Gitex-2006, 2007, 2008, 2009, 2010, 2011, 2012 & 2013 shoppers** for Jacky's Electronics L.L.C as Accounts in charge. It includes handling cash of more than 3-5 Millions per day and ensuring all the collection for all counters are deposited in bank next day. Coordinating with the banks which provide the credit card terminals, for a better rate and smooth operation.

PROJECTS HANDLED

- ☐ Successfully implemented VAT system and the necessary accounting setups in Microsoft Dynamics Navision at Dubai Holding Group LLC with the help of consultants in both UAE, Bahrain & Oman.
- ☐ Took the lead of Accounts department while implementing the ERP Upgradation of Microsoft Dynamics Navision at Dubai Holding Group
- ☐ Successfully implemented the document management system "Content verse" at Dubai Holding Group LLC.
- ☐ Successfully implemented ERP SAP Business one at Jacky's Business Solutions LLC, UAE.

PROFESSIONAL QUALIFICATION

- ☐ Master's degree in commerce (**MCom**) from Calicut University May 2005
- ☐ Bachelor's Degree in commerce (**BCom**) from Calicut University April 2002
- ☐ Pre-graduation in Commerce from Calicut University June 1999.

OTHER QUALIFICATION

- ☐ Certificate in Computing Accounting and Finance from **ICWAI** Thrissur Chapter, Kerala, India
- ☐ Certificate in Practical accounting study using **Peachtree Accounting**.
- ☐ Honours Diploma in Network Cantered Computing from **NIIT**.
- ☐ ERP Packages known **Microsoft Dynamics Navision, SAP Business One, Orion etc.**
- ☐ Accounting packages known: **Tally, Peachtree Accounting**.
- ☐ Knowledge in LC documentation.
- ☐ Expert level knowledge in **MS-Excel, MS-Word, MS-PowerPoint, MS Outlook**.

PERSONAL INFORMATION

Name	:	SHAJEER .V.I
Date of Birth	:	18/01/1982
Age	:	38
Gender	:	Male
Religion	:	Islam
Marital status	:	Married
Nationality	:	Indian
Languages Known	:	English, Hindi and Malayalam. Arabic (Read & Write)
Visa status	:	Employment Visa

Declaration

I hereby declare that the above furnished details are true and correct to the best of my knowledge

Date

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