



## SYED ABDULLAH ROOMI

Senior Level Finance professional, targeting challenging assignments in General Accounting & Indirect Taxation & Treasury with an organization of repute across Dubai, UAE & GCC Countries

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ymisyed@gmail.com

### Core Competencies

|   |       |
|---|-------|
| Accounts Receivable / Payable           | ★★★★★ |
| Monthly Account Reconciliation          | ★★★★★ |
| Trade Finance                           | ★★★★★ |
| Cash Management                         | ★★★★★ |
| Budgeting & Forecasting                 | ★★★★★ |
| Finalization of Accounts                | ★★★★★ |
| Treasury Management                     | ★★★★★ |
| Working Capital & Debt Management       | ★★★★★ |
| VAT /Taxation / Tax Returns             | ★★★★★ |
| Tax Assessments / Tax Planning Strategy | ★★★★★ |
| Due Diligence / Compliance Management   | ★★★★★ |
| General Administration                  | ★★★★★ |
| Team Management                         |       |

### Personal Details

**Date of Birth:** 18<sup>th</sup> November 1980

**Languages Known:** English, Hindi, Urdu and Arabic

**Address:** Flat No. - 501, Building No. - 6, NG Paradise, Nr. GCC Club, Hatkesh Mira Road, Mumbai - 401107

**Passport Details:** T4371697 ; **valid up to:** 9-December-2030

**Nationality:** Indian

**Marital Status:** Married

**Number of Dependents:** 5

**Driving License Details:** 1059150 (Issued in Dubai)

**Visa Details:** NA

### Profile Summary

- Accomplishment-driven professional offering **over 17 years of experience** in Finance & Accounts, General Accounting, Indirect Taxation, VAT, Audits and MIS Management
- Last associated with** United Fidelity Insurance Company, Dubai, UAE as Finance Executive
- Hands-on experience in** account reconciliation, budgeting & forecasting, compliance management, regulatory reporting and cost reduction
- Comprehensive knowledge of** treasury management, cash flow, advisory services and research client relations
- Proficient in driving the overall leadership and direction **across** financial operations, accounting & internal controls, financial analysis & finalization, forecasting, budgeting and cash flow management
- In-depth knowledge of **budgeting and implementation of budgets** to monitor progress and present operational metrics both internally & externally
- Established & maintained an efficient recordkeeping/ MIS System
- Impressive success in **supporting the ERP system** by liaising with IT and ensuring the all of VAT compliances were incorporated in the system
- People-friendly, collaborative, adaptable & approachable individual with strong interpersonal, analytical and problem-solving skills and capability to relate to people at any level of business & management

### Education

**2001: B.Com.** from Thakur College (Mumbai University), Mumbai

### Certification

- Crisis Management - Certification - Online Course from EIBFS, Dubai, UAE in 2020
- Lean Six Sigma Certification - Online Course from EIBFS, Dubai, UAE in 2020
- Internal Auditor Certification from ISO 9001:2008 from International Certifications Ltd., Dubai, UAE in 2008

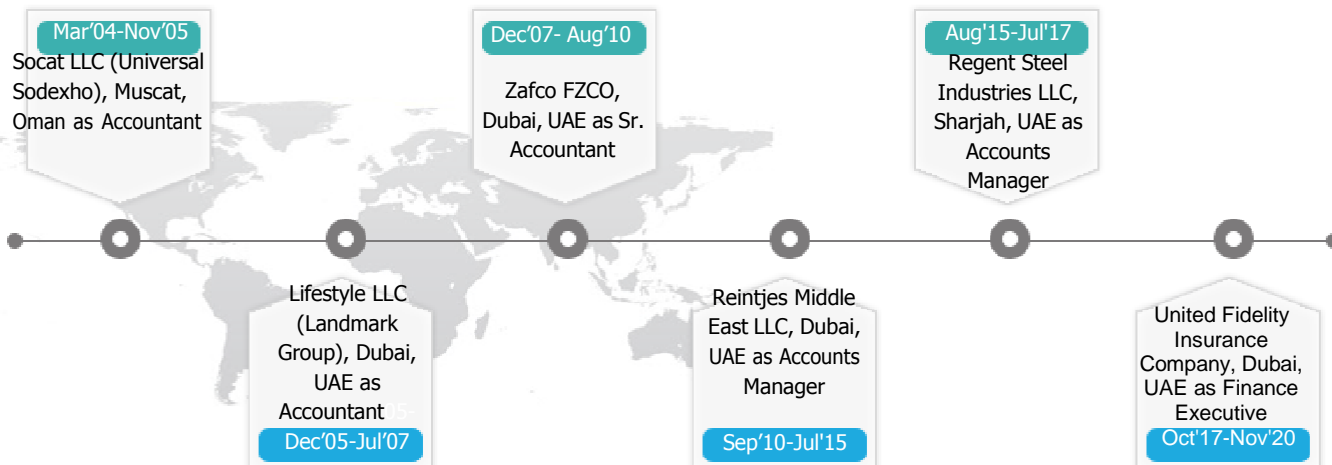
### Soft Skills







## Career Timeline



## Work Experience

### Oct'17- Nov'20 with United Fidelity Insurance Company, Dubai, UAE as Finance Executive

#### Key Result Areas:

- Drove the overall leadership & direction across Financial Operations, Accounting & Internal Controls, Financial Analysis & Finalization, Forecasting, Budgeting and Cash Flow Management
- Planned & executed monthly, quarterly & annual closure schedules
- Reconciled all banks, inter company, advance, IOU and other balance sheet items on a monthly basis
- Performed the customer account reconciliations; performed the daily sales reconciliations; verified the purchase entries
- Reviewed the trial balance and corrected the wrong entries; analysed the aging debts on a weekly basis
- Supervised the annual audits and coordinated for the audit schedules with the Auditors
- Executed all the VAT transactions, its filing and payment to the Federal Tax Authority
- Monitored and ensured the compliance with the Federal Tax Authority in line with VAT decree and executive regulations
- Supported the ERP implementation by liaising with IT; ensured that all of VAT compliances were incorporated in the system
- Controlled and monitored the entire income and expenses of the company on a monthly and quarterly basis
- Assured the updation of VAT law or amendment of existing law were benchmarked and implemented
- Executed accurate calculations of VAT liability/refund through the system and manually
- Addressed accurate and timely support on all VAT related queries through emails, phone calls and so on
- Advised management on short-term and long-term cash/investment objectives, policies, and actions
- Developed the accounting and control environment needed for an increasingly sophisticated Treasury function, including relevant financial models and systems
- Maintained and updated the fixed asset register and physical verification and the tagging process
- Administered stock control, its analysis along with monitoring and physical counting
- Managed complete bank correspondence from opening of bank accounts, bank letters, bank records, email correspondence, bank reconciliations, supervising the account payables and so on
- Worked on other ad-hoc general administrative tasks on a daily basis – as required



## Previous Experience

### Aug'15 - Jul'17 with Regent Steel Industries LLC, Sharjah, UAE as Accounts Manager

### Sep'10 - Jul'15 with Reintjes Middle East LLC, Dubai, UAE as Accounts Manager

### Dec'07 - Aug'10 with Zafco FZCO, Dubai, UAE as Sr. Accountant

### Dec'05 - Jul'07 with Lifestyle LLC (Landmark Group), Dubai, UAE as Accountant

### Mar'04 - Nov'05 with Socat LLC (Universal Sodexho), Muscat, Oman as Accountant



## IT Skills

- SAP
- Oracle
- MS Office Applications (Word, PowerPoint, Excel)



