



Abdul Nazar

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Abu Dhabi, UAE

Competencies Exercised

- ❖ Decision Making
- ❖ Risk Management
- ❖ Problem Solving
- ❖ Leadership
- ❖ Management
- Communication

Computer Skills

- ❖ Epromis
- ❖ Tally
- ❖ Dynamics GP
- ❖ Ms Office

OBJECTIVE

Challenging position in a company that would best utilize my expertise in a dynamic business environment, having opportunities for an aggressive, dedicated individual with leadership abilities and extensive range to technical skills with a team of professional having sound foundation and dynamic environment where ample opportunities exist for enhancing skills as well as career growth in a duly exigent role.

CAREER HISTORY

- ❖ **Finance Executive**
Al Khaja Holding Company
November 2013 to Date



Span of Communication

Internal – CFO, Finance Manager, Project Managers, HR, General Service Information technology

External – Banks

Job Key Accountabilities:

Company cash position including short and long term forecasting:

- Understand and prepare all aspect of **Cash Flow**
- Supervise and prepare payment and daily monitoring of all bank accounts to ensure that sufficient funds are available in the required currencies and effect transfer between accounts
- Prepare the cash flow to CFO in a timely manner for funding purposes to fund all Holding investment and subsidiaries in a timely manner
- Regularly forecast fund requirement by accurately forecasting short term receipts, payments and issue cash call requests to shareholders
- Recommend implement and maintain process improvement
- Process **Employee Payments** like **Advance Salary, Car Loan, Housing** etc. on daily base requirement
- Any other special assignments related to specific projects which need to be follow up and should be completed before dead lines
- Focal point for all holding employees **Corporate Credit Card** issuing, clearing, recording etc.
- Assist in **Bank Accounts Reconciliation**

Manage relationship with the financial service provider& manage financial Assets and instruments

- Handle the relationship and liaise with financial service providers
- Monitor bank service fees and address **Quality Issues**
- Supervise Financial Assets and instrument (**Bank Guarantees, Letter of Credit, Bonds .. etc.**) inward/outward

Monitoring foreign exchange exposure and minimizing foreign currency risk:

- **Monitoring Exchange Rates** and confirming the best deal.
- Negotiating the rates with banks for executing **FX Payments**

❖ **Senior Accountant**
Al Khaja Holding Company
 OCT, 2009 to Nov 2013



Periodic operations

- Responsible for the preparation of **Monthly and Quarterly Financial Statements**.
- Assisting manager finance in Financial and Regulatory reporting.
- Co-ordination with External auditors, internal auditors & System auditors.
- Providing information's & documents required by auditors during the course of audit.
- Ensures the provision of information to auditors by all departments on timely basis.
- Responsible for processing and preparing **Payment** relating to **Vendors**.
- Ensures all subsidiary ledgers relating to group are reconciled on weekly basis
- Responsible to prepare **Bank Reconciliations** of all bank accounts on weekly, fortnightly and monthly basis depending on frequency of bank accounts
- Daily reporting to senior manager regarding bank position.
- Preparation and maintenance of **Fixed Assets Register** and schedule.

Reporting:

- Making of **Closing and Adjustment Entries** as on monthly, quarterly
- Assist to Manager Finance in **Annual** reporting
- Interact and facilitate to Auditors (external/internal/statutory)
- Assisting in preparing **Management Reports** as and when required

Secretarial:

- Assisting company secretary in making Board folders
- Ensuring all agreements are periodically updated
- Ensuring all certificates/licensees of th business are active and up-to-date

❖ **Accountant**
Abu Dhabi Tyre Company (ADTC)
 Aug, 2006, Oct, 2009



- Preparation, Interpretation and analysis of financial statements.
- Use of problem solving skills and analytical approach to overcome accounting and documentation issues.
- Independently prepare Financial Statements and ensure financial records are maintained in compliance with generally accepted accounting framework and International Financial Reporting Standards.

❖ **Accountant**
Varier Associates Chartered Accountants
Tirur, Kerala, India
 June, 2004, July, 2006

- Preparation, Interpretation and analysis of financial statements.
- Use of problem solving skills and analytical approach to overcome accounting and documentation issues.
- Independently prepare Financial Statements and ensure financial records are maintained in compliance with generally accepted accounting framework and International Financial Reporting Standards.

SKILLS

- ❖ Knowledge of banking, and financial instruments
- ❖ Excellent communication skills, both written and verbal
- ❖ Team player
- ❖ Ability to prioritize actions
- ❖ Commercially aware and able to act in Company's best interest
- ❖ Able to work extended hours to fulfill the role
- ❖ Professional manner but able to take firm and timely decisions
- ❖ Extensive experience in preparing cash forecast and cash flow analyses
- ❖ Knowledge and understanding of International Financial Reporting Standards
- ❖ Strong Analytical skills and sound understand of process and transactional flows

EDUCATIONAL QUALIFICATION

Qualification	Specialization	University/Board
M Com	Accounts & Business Analysis	University of Calicut, India
B.Com	Accounting & Business Law	University of Calicut, India

PERSONAL DETAILS

Nationality : Indian

DOB : 7th May 1982

Visa status : Employer Visa

UAE Driving Lic. No : 2320669

Marital Status : Married

Languages : English, Malayalam & Basic Arabic

“References Available upon Request”