

SAJAD AHMAD.

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RESUME SUMMARY:

Finance professional with over 10 years of diverse work experience in Planning and Budgeting, Internal Audit, Accounts Managing, Income Audit and Banking Operations. Earned a Certification in Management Accounting (CMA), IMA USA and a Bachelor's degree in Business Administration. (BBA).

SKILLS:

- Budgeting & Cost Controlling
- Capex and Opex Planning, with feasibility Reports
- Bank Facilities Management
- Analysis of Financial Statements
- Treasury Management
- Cash Flow Preparation and Analysis
- Receivables & Payables Management
- Financial and operational Reporting
- Monthly MIS Reporting

PROFESSIONAL EXPERIENCE:

Assistant Financial Controller, ITL World Travel and Tourism L.L.C, Dubai -Sept 2019 to Date.

- Reporting to the VP-finance with the responsibilities in **bank facilities management, MIS, budgeting, finalization of accounts, payables, receivables and trade insurances.**
- Managing the **daily operations** of Financial Planning and Budgeting section to ensure that work processes are implemented as designed and comply with established policies and procedures
- Managing the preparation of the monthly and quarterly **financial reports** to Management for review. Assist VP finance in preparation of various financial reports in liaison with all departments and make recommendation if any for presenting it to the board members.
- **Profitability analysis** for existing and new clients and executing Service Level Agreements (SLA).
- **Treasury management**- Prepare and monitor company's fund flow forecasts on fortnightly basis.
- Review **supplier ageing**, reconciliation and settlements with in credit period as per agreement.
- Heading **receivables review** meeting every fortnightly with team and monitor the collections.
- Periodic review of **trial balance** and ensure the accuracy of accounting entries, overlooking monthly and yearly **book closure** and are in line with internal control procedures and IFRS.
- Review and ensure the monthly **VAT return filing**.
- Working in liaison with external auditors for yearly and interim **audits**. Supported external **due diligence** audit performed by **Deloitte**.

WORK HISTORY:

- **Internal Auditor, Al Fazari Auditing, Dubai. & Shelter Group of Co, Qatar** -Oct 2015 to Aug2019.
- **Accounts Manager, Weltec Fze, Veepees Group, JAFZA, Dubai** -May 2013 to Jul 2015.
- **Income Auditor, Al Bustan Palace, Intercontinental Hotels Group, Oman** -Nov 2010 to Jan2013.
- **Operations Officer, Calicut City Co-Operative Bank, India** -Jan 2009 to Oct 2010.

ACHIEVEMENTS:

- Received **Certificate** of recognition for the performance made during the year 2019 – 2020 in the current role of Assistant financial controller.
- Received **Certificate** of recognition for the contribution made during the World Delegations Meeting organized during 40th National Day events, at Al Bustan Palace, Intercontinental hotels, Oman, was also instrumental in achieving a perfect score in the 2011 internal audit while working there.
- At the start of my career was given responsibility of handling cash within a months of joining the City bank. The bank entrusts employees with cash only on completion of probationary period of 6 months.

EDUCATION:

- **Certified Management Accountant**, - Institute of Management Accounts, IMA, USA -Dec 2011.
- **Bachelor of Business Administration**, Farook College Calicut University, India -Jun 2008.
- **Schooling in Dubai**, Emirates English Speaking and Our Own Indian School, UAE -Mar 2005.

PERSONAL INFORMATION.

- Date of Birth: 28/12/1985, Age: 35 years.
- Marital status: Married.
- Nationality: Indian.