



SAFIQ IRFON HAJA BAHRUDEEN

Senior Accountant / Finance Supervisor / Controller / Assistant Manager

Result-Oriented Professional with a proven record of achievements in Conceiving & Implementing ideas that create value for the Organization, targeting Senior Level Assignments in **Accounts & Finance** with a reputed Organization, Preferably in **GCC**.

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Key Skills

Finalization of Accounts

MIS Reporting & Documentation

Cash Flow Statements

Auditing & Liaison

Accounts Payables & Receivables

Budget Forecasting & Costing

Bank Reconciliation & Liaison

Team Building & Leadership

Process Improvement



Profile Summary

- Dynamic Career of **14 years** that reflects rich Indian & Overseas experience & year-on-year success in **Accounts & Finance** in the **Oil and Gas, Chemicals, Engineering Procurement Construction and Trading** sectors.
- Hands-on experience in Finance & Accounts activities encompassing preparation for Verification, Consolidation & Finalization of Accounts, scrutiny of General Ledger, Intercompany reconciliation, Funds management and settlement of Payments with all stakeholders (Internal & external).
- Skilled in conducting Financial Analysis, developing Business & Financial Models, preparing MIS reports & Implementing systems for operational effectiveness, Profit analysis & Working Capital Management.
- Experienced in Projecting Accurate Cash Forecast to ensure that there is no shortage in hand; taking adequate measures to monitor Inflow / Outflow of funds for accomplishment of company objectives.
- Experienced in Record to Report, Procure to Pay and Order to Cash activities.
- CAPEX, OPEX Analysis, VAT Returns and knowledge of IFRS and GAAP.



Soft Skills



Motivator



Collaborator



Planner



Communicator



Change Agent



Education

- M.Com.** from The New College, Affiliated with the **University of Madras**, Chennai in 2005.
- MHRM** from Annamalai University.

Mar'22-Till Now: Praxair Bahrain BSC – Linde Gas PLC, Bahrain as Business Controller.**Role:**

- Postings and Preparing Monthly closing activities and preparation of Flash reports explaining Sales, Operating Profits, and CAPEX in PPT presentation against Budget to Cluster ME Management.
- Preparing Month-end closing activities such as Profit and Loss and Balance sheet in the CoRE offline tool and uploading in SAP HANA for Region Europe East Management reporting.
- Preparing Gases sales reporting and uploading. Oversaw internal controls and monitored compliance in accordance with corporate policies.
- GL Accounting, Accounts Payables, Accounts Receivables, Cash flows, Banking, Inter-Company and Balance sheet reconciliations, Budgets etc.,
- VAT Returns and Filing on a monthly basis within the deadlines.
- Year-End Audits, Liaison with External Auditors for preparing Financial Statements and related documentation such as Corporate Governance and Other documents to upload to the Ministry website for CR Renewals.
- Established a solid financial infrastructure for the company name within a few months of assuming leadership, efforts included improving data integrity, quality and driving regulatory compliance.

Jul'18-Apr'19: Linde Engineering Middle East LLC, Abu Dhabi, UAE as Accountant.**Role:**

- Maintaining books of accounts in SAP FICO and ensuring that accounting transactions are recorded in line with International Financial Reporting Standards (IFRS).
- Responsible for the accounting of Suppliers and Sub-contractor costs, including their Invoices, Guarantees, Retention entries etc., into SAP and month-end accruals.
- Assessed & Closed Accounts Payables including ACH Payments & Receivables, Sub-ledger on a weekly basis, validated content, resolved various issues and obtained Payments from Debtors.
- Review of Monthly Payroll, Payroll Reconciliations, Arrangement of Funds and Accounting postings including Intercompany recharges. Communicating various Bank Balances to the Company's Head Quarters Treasury Department.
- Tracking of all Employee deductions to recover dues at the time of Payroll.
- Ensure the Code of Corporate Responsibility, Business Ethics and Internal compliance is upheld in all activities.
- Support Treasury in assisting Linde's businesses in relation to transactional Banking matters.
- Assisting Finance Manager with VAT Returns and Filing on a Quarterly Basis.

Aug'17-Jun'18: Black Tulip Flowers LLC, Sharjah, UAE as Accountant.**Role:**

- Apart from accounting operations such as Month End Closures, Payables, Banking and Intercompany recharges in SAP Business One, Collection activities such as dealing with a large portfolio of prestigious clients and liaising with them on a weekly basis regarding their debts, predominantly via telephone and email.
- Supporting and leading a team, taking responsibility for their Billing and Credit Control requirements, and closely monitoring Collections and Targets to be submitted to the General Manager.

Jun'08-Oct'16: BAM International Abu Dhabi LLC, Dubai, UAE as Assistant Accountant.**Role:**

- Steered overall accounting operations of a Large Marine, Civil Construction & Infrastructure Development Company including Collections, Purchase, Contract Compliance, Receivables, Deposits, Disbursements, Fixed Assets and Inventory.
- Developed long-term partnerships with Sub-Contractors & Suppliers to ensure meeting of Cost, Delivery & Quality norms / Transfer of Payments, and the authorized vendor for registration after value-added engineering services.
- Led Commercial operations encompassing Cost Control meetings with Project Manager and Commercial Manager.
- Ensuring that the Reconciliation of all Sub-Ledgers & General Ledgers are performed on a regular basis.
- Assuring that General Ledger entries are as per company procedures & International Accounting Standards.
- Preparations of Conceptualized Budgets and Monthly Cash Flow Statements can be prepared and `Variance Analysis to determine the difference between Projected & Actual results.
- Accounting of Suppliers and Sub-Contractor Invoices, Payment Certificates, and other General Ledger data; ensured that correct coding of Payments, Receipts & Cost Centers was accurate in the system.

- Preparations of accurate, timely & Month-End closure of Project Cost in books; closed procedures including Bank book, Revenue Analysis, Cash Book, Supplier & Sub-Contractor's accounts including their Retention, Advances and Guarantees, Group company's accounts, General Ledger Reconciliation, Journals and Accruals. It facilitates the Commercial Manager to prepare Cost Reports of the project.
- Processed Payroll for 500+ Employees using MS Access application in Wages Protection System format (**WPS**) involving monthly updating of Staff on cost provisions, processing of Employee's Leave Salaries and their End of Service Benefit Settlements.
- Participated in the Finalization of Accounts and preparation of necessary schedules of Ledger Balance for Quarterly Financial Reporting, Prepare, Review and Reconcile Balance Sheet to be submitted to Finance Manager.
- Accounting of JV/Group Company's various foreign currency Invoices based on Monthly Exchange Rates and conducted Reconciliations in multiple currencies including monthly analysis and recording of FX gain/losses on a Quarterly basis.
- Managed Sub-Contractors Bank Guarantees such as Performance Bonds, Advance Payment and Retention Guarantees and Letters of Credit. Negotiate and Liaised with the Banks for Amendments if any.
- Interacted with Auditors & Finance Manager for Auditing and Account closing.
- Acted as Project Accountant for **Aqaba** Container Terminal Project in **Jordan**, Al Hitmi Office Building, Al Hitmi Residential Building Projects in **Qatar** as well as Hazza Bin Zayed Stadium Project in **Al Ain**, Premier Inn Project and **ADNOC** Oil and gas projects in **Al Dhabbiya Phase III, Abu Dhabi**.
- Fixed Asset Accounting, maintaining Fixed Asset register, calculating and posting of monthly Depreciation, Resale and write-off Assets as suggested by the Finance and Commercial Manager.
- Preparation of Monthly Bank Reconciliation Statement and Liquidity Statement.
- Processed Supplier's and Sub-Contractor's Payments on a monthly basis as per ageing reports laid down formats.
- Provision of Ad hoc financial information given to Senior Management.
- Create and maintain a register for all company Insurances, Legal documents and Inventories.

Highlights:

- Collaborated with the Senior Management team in improving & executing strategies & processes and accomplishing Corporate Goals & Profitability for the company with an annual AED revenue.50 Million / US\$.13.61 Million.
- Recipient of an outstanding employee for performance and attitude. A forward-thinking person with Strong Communication, Analytical, Organizational, Interpersonal skills, and a willingness to travel if required.

Sep'06-May'08: Bharat Engineering Construction Company, Chennai, India as Executive Accounts.

Role:

- Monthly Management Information System (MIS).
- Bank Reconciliation Statement.
- Profit projections and Budget Analysis.
- Service Tax assessment.
- Bank Book, Cash Book, Suppliers and Sub-Contractors Accounts.
- Assisted Senior Accountant with preparation & computation of VAT assessment.
- Liaised with Auditors for Auditing and Account closing.
- Liaised with Banks for Overdraft and other facilities.

Jul'05-Jul'06: Fairway Trading Company, Chennai, India as Assistant Accountant.

IT Skills

- Microsoft Office, MS Axapta, SAP (FICO), SAP Business One, Tally 9 and Metacom.

Date of Birth: 23rd November 1982

Permanent Address: Chennai, Tamil Nadu, India

Languages Known: English, Tamil and Hindi

Nationality: Indian

Driving License Details: India & Bahrain Driving License.

Passport Details: Y6934965 (Issued in Manama, Bahrain and valid till 02/08/2033)

Marital Status: Married

Number of Dependents: 3