



# V ABU SUFIYAN

## PROFESSIONAL SUMMARY

Multi-talented **Finance Professional** with **12+ years** of experience. Emerging accounting professional ready to **develop career foundation with expanding operation**. Dedicated to keeping records accurate and controls tight to meet all business needs. **Systematic and well-organized with strong attention to detail**, mathematical acumen and GAAP knowledge.

## WORK HISTORY

### PORTFOLIO MANAGEMENT SERVICE AND AUDIT OF MY OWN 05/2022 - Current

- Managing my own portfolio based on fundamental and technical research of listed companies.
- Analysing the trends.
- Sector wise risk analysis to find out the best stocks to get higher rate of returns.
- Business Mentorship Service and Company Audit
- Individual, AOP and Corporate Tax working and e-filing.

### SENIOR AUDIT MANAGER

09/2017 - 05/2022

#### JUMEIRAH OVERSEAS FZE, DUBAI, UAE

- Managing 3 group companies, Jumeirah Lanka Private Limited, Capitol Lanka Private Limited and Concord Creations Lanka Private Limited in Sri Lanka, accounts and audit with team to report Managing director, Jumeirah Overseas FZE, Dubai.
- **Generated and presented** monthly financial statements to management.
- Managed and prepared journal entries and reconciliations to support monthly general ledger closing activities.
- Prepared monthly profit and loss, balance sheet and cash flow reports with exceptional accuracy.
- **Created and implemented** procedures and best practices for bank reconciliation process.
- Coordinated payment runs and accounts across different business entities and territories.
- Analysed files and accounts for discrepancies, **accurately resolving variances**.
- Ensured accurate and timely processing of payroll in accordance with local statutory requirements and regulations.
- Collaborated with auditors on internal and external audits, providing them the required documents and answers to their queries.
- Maintained smooth operational transactions **with banks**.
- Developed and managed strong business relationships by negotiating payment and credit term with suppliers; effectively manage cash flows and preparation of **cash flow forecasting**.

## CONTACT

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## ADDITIONAL INFORMATION

- Nationality: Indian
- Date of birth: 12-02-1989
- Religion: Muslim

## SKILLS

- Budget governance
- Decision making
- Financial reporting
- Corporate Taxation
- Audit coordination
- Process improvement
- Strong communication
- Teamwork and Collaboration
- Risk Mitigation

## TECHNICAL SKILLS

- Package: Ms Office upto 2013.
- Accounting Package: Tally, Quickbooks, World Fashion Exchange and partly in SAP.

## EDUCATION

- Integrated Professional Competence Course in Institute of Chartered Accountants of India.
- Master of Commerce in Thiruvalluvar University, India.

## LANGUAGES

- Read - Arabic, Urdu, English & Tamil.
- Write - Urdu, English & Tamil.
- Speak - Urdu, English, Tamil & Hindi.

- Assisted senior management with preparing monthly reports for executive meetings, including consolidated financial data, performing budget to actual variance analysis and **outlining detailed charts.**
- Analysing production report to forecast sales.
- Company take over negotiations, due diligence and company valuations.
- Smooth handling of statutory compliance like Suspended value added tax, Economic service charge and withholding tax etc.
- **Monitored, tracked, assessed** and advised management of business trends.
- **Finance report closure with auditor and secretarial works of AGM etc.,**

#### **ARTICLED ASSISTANT**

12/2012 - 07/2016

#### **ATUL KULSHRESTHA & CO., INDIA**

- Internal Audit of Hindustan Teleprinters Limited, Bluesun Hitech Solutions Private Limited, Lucent Hitech Solutions Private Limited.
- Statutory Audit of Puducherry Distilleries and SMCA Associations.
- Concurrent Audit of Indian Bank, Canara Bank, UCO Bank, City Union Bank.
- Income tax return filing of Individual, AOP and Companies.
- Monthly TDS, VAT and Service tax e-filing.
- Monthly payroll preparation and tax computation for five companies - EMUDHRA group companies.

#### **MANAGER OF ACCOUNTS AND ADMIN**

12/2011 - 12/2012

#### **COLAN INFOTECH PRIVATE LIMITED, INDIA**

- Maintenance of accounts in QuickBooks and Preparing Monthly budget.
- Co-ordinating for the admin related work.
- Maintenance of PayPal Accounts for tracking receivables and ageing analysis.
- Verifying monthly payroll.
- **Accurately tracked payment, invoicing and budget** information using QuickBooks.

#### **ASSISTANT ACCOUNTANT**

07/2008 - 07/2011

#### **FAISAL ASSOCIATES, INDIA**

- Conducted regular reviews and official audits to **validate recordkeeping and controls.**
- Produced accurate tax returns.
- Preparing JJ Forms and filing VAT online returns filings.

#### **ACHIEVEMENTS:**

- Contributed as a Core Team member from Finance Department for successful implementation of Store, Production, Human resource's standard operating procedures (SOPs) and Accounting flow.
- Worked with Accounts department and implemented the Standard Operating Procedures (SOPs) for A/R and A/P.
- Significant role in due diligence and purchase of share-holding of Capitol Lanka Private Limited.