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| **Abdul Basit** (Valid Oman Driving License) **Oman Address**: Main Buraimi Road, Buraimi, Sultanate of **OMAN****Oman Mobile #** +96896188589 **Email** : abdulbasit\_acca@hotmail.com |  |

**Objective**

To pursue an enlightening career in a dynamic organization, that provides opportunities for growth and development and is conducive to utilizing my potential to the maximum for achieving the planned objectives and broadening my horizon in the process.

**PROFILE/ STRENGTH & SKILLS**

An Accounts & Finance professional having more than 13 years of Professional Experience in accounts and finance, during my professional career I have worked in different areas like, Financial Accounting/Reporting, Income Tax, Fixed Assets, Management Reporting, Hospital Management, planning and budgeting, payroll & etc.

**Current Status**

Currently working as a **Finance Manager** in **YAS Group** of companies in **Oman** since July2015 to date

**Industry Experience:**

**YAS group- sultanate of oman**

**(JULY 2015 to date)**

**Designation:** Currently Working as a **Finance Manager**.

**Job Description**

* Finalization of Management Accounts/Statement of Financial Position, relevant management reports, including weekly, monthly, quarterly and year-end reports/accounts.
* Finalization of annual accounts for external auditors including different dimension reports as required by auditors in order to complete the annual audit in a timely manner.
* Monitoring cash flow position, including bank reconciliation, cash inflow and outflow & projected cash flow position as well.
* Supervise Cash & Credit Revenue Cycle and monitor Claims process cycle.
* Keep abreast eye on liquidity/funds status of YAS Group.
* Manage day to day transactions for smooth operation in the department.
* Supervise payable operations, verification of vendors related liabilities & banks Payments.
* Finalize Cost benefit analysis/PnL of each doctors on monthly basis
* Review Doctors & other staff incentives working.
* Review payroll on a monthly basis and disbursement in line with Oman Labor & employment law and best practices and accounting procedures
* Supervise Fixed Assets Register/Schedule.
* Finalize the annual budget and consolidate the complete budget for all departments.
* Review construction project cost benefit analysis and monitor with budgeted figures.
* Supervise Receivable Management of Insurance and non-insurance companies.
* Review customer account details for non-payments, delayed payments and other irregularities.
* Ensure timely recoveries from all companies for outstanding amount by proper follow up. Oversee and advise staff to follow-up for outstanding amount / issues related to companies.
* Most of the tasks were done using **Hospital Management Software, Pharmacy Management Software & Tally ERP Accounting Software.**

**Tuwairqi Steel Mills LIMITED**

(Al-Tuwairqi Holding Group Saudi Arabia)

(July2011 to June2015)

**Designation:** Worked as an **Assistant Manager Accounts**.

**Job Description**

* Manage regular preparation of Management Accounts/Profit n Loss Statement, relevant management reports.
* Prepare draft annual accounts including different dimension reports as required by auditors.
* To maintain Fixed Assets Register/Schedule.
* Timely processing of more than 700 employees payroll on a monthly basis and disbursement thereon in line with management directives & with employment and benefits practices and accounting procedures.
* Dealing with Income Tax & Compliance of income tax rules and regulations pertaining to withholding taxes deduction and deposit in the government treasury.
* Monitoring of Filing on Monthly and annual Income Tax Return of Vendors and Salaries
* Prepare Funds Disbursement & Executed Master Plan on weekly basis in line with disbursements budget Plan in an expeditious manner while ensuring compliance with all applicable company procedures.
* To monitor & verification of vendors related liabilities& Payments.

**Young’s Private Limited (FMCG Co.)**

(March 2008 to June2011)

**Designation:** Worked as an **Assistant Manager Accounts**.

**Job Description:**

* To assist in preparation of Monthly Final accounts & Management (Product wise) Accounts, including SKU’s projected Profit & Loss/Statement of comprehensive Income.
* Prepare & analyze (Distributor wise, Area wise & sales staff wise) Sales V Expenses (related to sales) report.
* Analyze & review Sales trend & Distributor ROI.
* Assist in daily cash flow position, including daily bank reconciliation, manage the daily cash inflow and outflow & Projected cash flow position as well.
* Supervise & monitor recording of Revenue, sales return, trade discount & trade offer.
* Monitoring of Accounts Payable & Check, review & audit of all payments, review weekly payable aging report.
* Prepare and analyze Warehouse feasible report.
* Liaison with external auditors.
* To control & prepare Receivable aging report.
* To monitor & supervise Sales Tax Invoices, Credit/Debit note & advices.
* Prepare monthly sales filed force staff Payroll.
* Liaison with Distributors & Customers, related invoices, Credit Note, trade offer claims & sales staff salaries.
* Physical Audit stock taking twice in a year.

**Multinet Pakistan (Pvt) Limited**

(A Subsidiary of Telecom Malaysia TMI)

(Nov-2006 to Feb-2008)

**Designation:** Worked as an **Accounts Officer**.

**Job Description:**

* To record & maintain expenses in line with accounting procedures
* To maintain vendors liabilities.
* To maintain Vendors Payment along with preparation of Cheques
* To Prepare Banks Reconciliation& maintain Funds position
* On ad-hoc basis prepare Vendors Reconciliation
* Maintain Petty cash of other cities
* Assist in monthly closing and finalizing of accounts
* Most of the tasks were done using **Quick Books** and ERP(**Microsoft Dynamic Great Plains**).

# Education

**Year Degree Institution**

In Progress **ACCA** Association of Chartered Certified Accountant

 **(Finalist)** (United Kingdom)

2006 **Master of Business** Mohammad Ali Jinnah University

 **Administration (Finance)**

2014 **Advance Diploma in** Association of Chartered Certified Accountant

 **Accounting & Business** (United Kingdom)

2004 **Bachelor of Commerce** University of Karachi

**Workshops, Certifications & Trainings**

* + Advance Microsoft Excel & Advance Financial Modeling.
	+ Six Sigma Green Belt QMS with *ASQ*-USA with Project Submission.
	+ Attended workshop on “Strategic Time Management”.
	+ Attended workshop on “Communication Skills”.
	+ Attended workshop on “SIX SIGMA”.
	+ Attended training on “Entrepreneur Operating System & Kaision”.
	+ Attended workshop on “21st Century Challenges & Managing Change”.

**Computer Skills**

* **Advance** in **Microsoft Excel**.
* ERP Software Microsoft Dynamics Great Plains (MSDGP).
* Sydat Hyder Financials Software,
* Human Capital Management Payroll Software
* Hospital Management Software
* Pharmacy Management Software
* Accounting Software **(Quick Books)**
* Accounting Software **(Tally ERP)**
* Proficient in MS Office (Word/ PowerPoint/outlook).

**Personal Data**

* Date of birth : 13-10-1982
* Father’s Name : Mohammad Haroon
* Marital Status : Married
* Religion : Muslim
* Languages : English, Urdu, Memon