

Ahamad Arafat Abdul Rahim


Financial Planning & Analysis | Value Added Tax |
Business Strategy | Best Accounting Practices

Sharp, a driven executive with more than 3 years of proven experience in finance and business operations. Enthusiastic in approaching organization-wide challenges from many angles and utilizing financial expertise to deliver effective solutions. Collaborative management style with strong leadership instincts and ability to excel independently. Specialized ability to design tools for greater efficiency and profitability. Earned reputation as a perceptive and practical trouble-shooter with unique ability to solve large-scale problems often deemed too challenging for others.

Core Competencies'

- A remarkable talent for the **compilation, verification, analysis, interpretation, and dissemination** of crucial financial data – whether actual, foreseen or budgeted
- Vast experience in the concept of **acquisition accounting** and **mergers**
- Highly competent in tasks such as **statutory reporting and tax-related duties**
- Proven ability and proficiency in implementing, analysing, and managing **new accounting procedures** and systems; adept at **systems integration** and **staff training**
- Adopts an effective proactive and **flexible leadership** style, which is useful in meeting strict deadlines and motivating a team under extreme pressure
- Unique talent for determining specific, measurable, attainable, realistic, and time-measured financial objectives
- Exceptionally equipped and knowledgeable in the preparation of **annual budget and forecasting of trends**
- Remarkably skilled in **developing reports** for the top management, summarizing the company's financial status in various business aspects and coordinating the preparation of tactical plans, financial forecasts, and budgets

EXPERIENCE

 **AL NAJWA GENERAL MAINT.
CONTRACTING, AJMAN, U.A.E**
Accountant Cum Sales Executive
Aug 2020–Present

Al Najwa General Maint. Contracting is a leading company in UAE that specialized in general maintenance contracting.

- Handling General Accounting and Book Keeping.
- Responsible for recording Sales Invoice, Purchase Invoice and General Accounting entries.
- Reconciliation of customer statements and vendor statements at the month end to keep the books updated reliable.
- Reconciliation of Bank statements and Cash Accounts to ensure its reliability to help smoothening the cash flow decisions.
- Periodic Reporting upon request of Management to help in decision making process.
- Partially performing the Sales and Purchasing functions of the firm.
- Keeping good relation with clients and vendors in order to maintain the continuity of the business.
- Occasionally visit job site for the supervision of work progress to meet the deadline as agreed with the client.



GET IN TOUCH

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SPECIALIZATION

- 🔧 **Financial Accounting**
- 🔧 **Cost Accounting**
- 🔧 **Business Law**
- 🔧 **Taxation**
- 🔧 **Project Management**
- 🔧 **Focus Application**
- 🔧 **Risk Management**
- 🔧 **Cash & Funds Flow Management**
- 🔧 **Cross Functional coordination**
- 🔧 **General Administration**

PERSONAL INFO

Nationality	Indian
Date of Birth	15th September, 1993
Languages known	English, Malayalam, Hindi, Tamil
Visa Status	Employment Visa
Driving License	U.A.E, India

ACHIEVEMENT

- 🔧 Directed **month-end production meetings, generated forecasts, and set performance milestones** to ensure accuracy and timeliness of month-end deliverables.
- 🔧 Reviewed and **continuously improved** processes to **increase efficiency** and ensure the quality of deal flow.
- 🔧 **Created accounting control systems** from a manual system, enabling existing staff to support growth at no increase in costs.



ART LIGHT CHANDELIER'S FACTORY

L.L.C, SHARJAH, U.A.E

Accountant

Jan 2020–Jun 2020

Art Light Chandeliers Factory L.L.C is a leading company in UAE that specialized in manufacturing and distributing the antique brass and decorative handmade lighting products.

- Review monthly reporting packs and commentary, **investigating any anomalies** /variances that require an additional explanation within the company, and providing a summary to the manager.
- Develop an understanding of **financial operations** through regular international travel and be able to reconcile to **financial performance** and identify anomalies.
- Review online bank statements on a weekly basis; perform **bank reconciliations**, liaising with the company to confirm details of payments/cash received, against backup **documentation**. Record and report any anomalies, unexplained transactions to the manager.
- A detailed review of **customer sales ledger balances** and timing of sales particularly for year-end cut-off (Q4 / Q1 returns).
- Ensure all statutory reporting requirements are detailed on Encompass and upcoming deadlines are achieved. Prepare monthly summary report from **Encompass showing** activities in the month and upcoming submission deadlines.

With Addition to above also responsible for the sister concern company (Atyab Saaj Restaurant, Sharjah U.A.E :

- Preparing and ensuring all the documents related to purchase, sales & all other expenses.
- Monthly review of **staff expense claims and authorisation** (cash, credit card expenses and expense advances), recording any instances of non-compliance to expense guidelines.

Presented recommendations to leverage products in core competency areas, **improve operations** and **increase revenues**.

Served as primary **operations relationship manager** for **client banks** to ensure proper delivery of services and excellent client satisfaction.

Created **robust financial model**, and secured an oversubscribed Series A round of financing and term sheet for series B round.

Built a **dynamic management team**, recruiting a diverse cross-section of outstanding industry experience.

Raised company profile significantly with front page coverage in industry publications.

Won Various **Merit Certificates** at School & College Level.



CERTIFICATION

- **MS Office**, Certified from Shankaracharya – Kasaragod, India



COMPUTER SKILLS

MS Office | Tally | Focus



AL BILAD INDUSTRIES & TRADING FZCO

(BIT), DUBAI, U.A.E

Accounts Assistant

Feb 2018–Dec 2019

BIT Professional supplier for Furniture items to majority of Government entities including Armed forces and MOE, Schools and Business Enterprises in UAE and other GCC Countries.

- Review monthly reporting packs and commentary, **investigating any anomalies** /variances that require an additional explanation within the company, and providing a summary to the Finance Controller.
- Develop an understanding of **financial operations** through regular international travel and be able to reconcile to **financial performance** and identify anomalies.
- Review online bank statements on a weekly basis; perform **bank reconciliations**, liaising with the company to confirm details of payments/cash received, against backup **documentation**. Record and report any anomalies, unexplained transactions to the Financial Controller.
- Ensure local authorisations are completed in line with both JAFZA and BIT.
- A detailed review of **customer sales ledger balances** and timing of sales particularly for year-end cut-off (Q4 / Q1 returns).
- Monthly review of **staff expense claims and authorisation** (cash, credit card expenses and expense advances), recording any instances of non-compliance to expense guidelines and escalating to the Finance Controller.

assist in closing points by the required deadline, developing additional policies and processes to further enhance the control environment.

- Ensure all statutory reporting requirements are detailed on Encompass and upcoming deadlines are achieved. Prepare monthly summary report from **Encompass showing** activities in the month and upcoming submission deadlines.

With Addition to above also responsible for following departments:

- **Production Department** (Allocating the Materials used for each Production made in the Warehouse and making Necessary Transfers needed for the production)
- **HR Department** (Assisting HR Department in visa processing, cancellation, renewal, medical schedule, etc. in JAFZA Portal and OT preparation and other miscellaneous duties)
- **Procurement Department** (Requesting the Materials required with the Supplier and Making Stock Entry)
- **Warehouse Department** (Assisting warehouse supervisor in releasing material and Stock valuation)

EDUCATION



B. COM (COMPUTER APPLICATION), 2016

SA-ADIYA ARTS AND SCIENCE COLLEGE, Kerala, India

SENIOR SECONDARY EDUCATION, 2012

ALIYA SENIOR SECONDARY SCHOOL, Kerala, India