

BADIUZZAMA NAEEMURRAHEMAN

Accounting Manager (Fourteen Years Experience)

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I am CA (Inter) Qualified Accounting | Finance | Internal Audit Professional with Expertise in VAT | Excise Tax | Corporate Tax | MIS Report | AR | AP | Inventory Management | E-Commerce | IFRS | GAAP | Accounts Finalization | Balance Sheet | Excel Analysis |

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| Personal Information  Address: Flat-505, Masha Allah Bulding,  Rashideya 3, Ajman,  UAE.  Mobile Number : +971559476581  Whatsapp : +971559476581  Email: [cabadiuzzamadubai@gmail.com](mailto:cabadiuzzamadubai@gmail.com)  bn\_ca@rediffmail.com  Skype: cabadiuzzama  Passport : Z3667443  Country: India  Qualifications  C.A Inter  Institute of Chartered Accountants of India-2008 (Articleship/Industrial Training completed)  **Master of Commerce**  Pune Uniersity-2004  **Bachelor Of Commerce**  Pune Uniersity-2002  **Diploma in Computer Software**  Aptech Computers 1996  Skills Set  Financial Accounting  Accounts Receivables Management  Accounts Payables Management  Auditing  Financial Reporting  Attention to detail  Confidentiality  Analytical thinking  Data Analysis  Effective Communication  Report Writing  Deadline Oriented  Financial Management  Time Management  Team Management  Leadership  Problem Solving  Planning And Organizing  Scheduling And Monitoring  Retail Store Audit  Internal and Management Audit  Risk Assessment and Internal Controls  Compliance Audit (UAE Laws & Baladiya)  Integrity  SOX Audit  Financial and Business Acumen  Store POS System and business process  GAAP  IFRS  Balance Sheet  Tally ERP  Microsoft Office Proficient  MS Excel  Ownership  Value Added Tax (VAT)  Microsoft GP Dynamics  Budgeting and Variance Analysis  Proactive approach  Awards & Achievements   * Appreciation Letter from MTNL(One of major Telecom giant in India) for timely completion of SOX Audit assignment.   References   * Mr.Sirajuddin Ajmal (Director and Owner)   Ajmal International Trading Co. (LLC)-Dubai  Mobile Number-+971548066786  Ajmal Group Of Companies- Mumbai, India  Mobile Number-+919820404786   * Mr.Asmar Shafi (Audit Manager)   Alam Group Abu Dhabi UAE  Mobile Number-+971562071511   * Mr.Akash Thakur (Manager HRD)   Alam Group Abu Dhabi UAE  Mobile Number - +971501027357  +917018036145  Aakash.thakur@icloud.com   * Mr.Idris Kasmani (Managing Director)   SCRUBZ FZC-Ajman, UAE. |  | Work Experience Summary  **ACOUNTING:**   * Manufacturing Companies. * Trading Firms. * 100% Export Oriented Companies setup in SEZ. * Private Limited Companies. * Partnership Firms. * Freezone Companies * Limited Liability Companies   **Value Added Tax (UAE & India) :**   * Manufacturing Companies. * Trading Firms. * 100% Export Oriented Companies setup in SEZ. * Private Limited Companies. * Partnership Firms.   **RETAIL INTERNAL AUDIT**   * Retail supermarket chain in UAE. * FMCG Distribution and Trading Firms. * Retail Operational Audit.   **INTERNAL & MANGEMENT AUDIT**   * Manufacturing Companies. * Trading Firms. * Internal audit for a company with turnover of above **INR 250 Billion (MTNL).** * Hero Honda Showroom.   **SOX AUDIT**   * SOX Audit of Mahanagar Telephone Nigam Ltd(MTNL)   **STATUTORY AUDIT AND TAX AUDIT**   * Diamond Manufacturing Company**.** * Perfumes Manufacturing Company. * Security Systems and Locking Device Manufacturing Company.   Work Experience (Detailed)  Accounting Manager  **SCRUBZ FZC**, Ajman, UAE. **(2018 – Present)**   * Responsible for managing Key Accounting Functions. * Managing Accounts Receivable in best possible manner to minimize the collection period and enhance cash inflow. Zero Bad Debts History. * Managing Accounts Payable in a manner to increase credit period * Processing and managing monthly payroll * Managing Cash and Bank Transactions. * Bank Reconciliation Statements * Responsible for preparing quarterly VAT Return and filling on FTA portal. * Maintaining Fixed Assets Records and depreciation schedule. * Closing GL Accounts on a monthly basis to generate monthly Financials for Management. * Finalization of Monthly Accounts and Balance Sheet * Provide Financial Analysis and MIS reports to the management. * Review of Accounting policies and recommend changes where ever required. * Liaisoning with VAT department * Statutory Compliances on timely basis. * Risk Assessment and Designing of Internal Control.   Internal Auditor  *Alam Group-Abu Dhabi, UAE (April 2017)*   * Operational Audit on monthly basis of 32 markets situated at strategic locations in UAE. * Compliance Audit (Company policies &UAE Laws) * Risk assessment and control designing. * Developing and improving process. * Designing new Internal Controls. * Value addition by way of cost saving and Loss Prevention. * Designing Audit checklists. * Presenting Audit Report before Audit Committee. * Risk assessment associated with Inventory, Cash, Staff, Suppliers and Customers. * Identify key issues and follow up to resolve them. * Variance analysis of Budgeted and Actual sales and recommend improvement.   Chief Accountant  New Jamea Group-Nasik, India. **(2012 – 2017)**   * Managing and supervising of daily accounting entries of junior accountants. * Ledger scrutiny * Monitoring of Cash and Bank Transactions. * Monitoring Accounts Receivables and Payables. * Bank Reconciliation Statements * Finalization of Accounts and Balance Sheet * Provide Financial Analysis and MIS reports to the management. * Review of Accounting policies and recommend changes where ever required. * Liaisoning with Income Tax and VAT department * Statutory Compliances on timely basis. * Risk Assessment and Designing of Internal Control. * Conducting Operational Audit * Compliance to company polies and SOP * Liaisoning with External Auditors * Computation of VAT Tax Liability and payments.   Audit Executive  Suresh Surana And Associates (RSMi Member firm) Mumbai, India. (2008 – 2012 )   * Statutory Audit Assignments * Internal Audit Assignments * SOX Audit Assignments. * Tax Audit   **Accountant**  *Ajmal Fragrances Private Ltd. Mumbai (2005-2008)*   * Daily accounting entry of Purchase, Sale, Cash/Bank Receipt and Payment entry in Tally. * Accounts Receivables And Payables. * Bank Reconciliation |