

BADIUZZAMA NAEEMURRAHEMAN

Accounting Manager (Fourteen Years Experience)

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Mobile Number: +971559476581

 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 InformationAddress: Flat-505, Masha Allah Bulding,  Rashideya 3, Ajman, UAE.Mobile Number : +971559476581Whatsapp : +971559476581Email: cabadiuzzamadubai@gmail.com bn\_ca@rediffmail.comSkype: cabadiuzzamaPassport : Z3667443Country: IndiaQualificationsC.A InterInstitute 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 1996Skills SetFinancial AccountingAccounts Receivables ManagementAccounts Payables ManagementAuditingFinancial ReportingAttention to detailConfidentialityAnalytical thinkingData AnalysisEffective CommunicationReport WritingDeadline OrientedFinancial ManagementTime ManagementTeam ManagementLeadershipProblem SolvingPlanning And OrganizingScheduling And MonitoringRetail Store AuditInternal and Management AuditRisk Assessment and Internal ControlsCompliance Audit (UAE Laws & Baladiya)IntegritySOX AuditFinancial and Business AcumenStore POS System and business processGAAPIFRSBalance SheetTally ERPMicrosoft Office ProficientMS ExcelOwnershipValue Added Tax (VAT)Microsoft GP DynamicsBudgeting and Variance AnalysisProactive approachAwards & 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)-DubaiMobile Number-+971548066786Ajmal Group Of Companies- Mumbai, IndiaMobile Number-+919820404786* Mr.Asmar Shafi (Audit Manager)

Alam Group Abu Dhabi UAEMobile Number-+971562071511* Mr.Akash Thakur (Manager HRD)

Alam Group Abu Dhabi UAEMobile Number - +971501027357  +917018036145Aakash.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 ExecutiveSuresh 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
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