**CURRICULUM VITAE**

**MOAZAM ALI**

**FINANCE & ACCOUNTS MANAGER**

|  |  |
| --- | --- |
|  | **Dubai , United Arab Emirates**  **+971 -50-9554340****moazamali2013@outlook.com** |

**CAREER OBJECTIVE**

Seeking a position in the organization that provides me ample opportunities to explore & excel in the industry while craving out niche for personal, professional as well as organizational goals across the industry.

**EXPERIENCE SUMMARY**

|  |  |  |
| --- | --- | --- |
| **Employer**  | **Designation**  | **Period**  |
| **Four N Properties LLC & Group Companies** Abu Dhabi  | **Assistant Manager Finance** **MIS & Payroll**  | May 2015 to date  |
| **Xocolatl LLC Dubai**  | **Accounting & Finance Controller**  | June 2013 to March 2015  |
| **Forum International Management Consultants** Dubai  | **Financial Controller**  | June 2008 to April 2013  |
| **Kudos Jewels DMCC**  Dubai  | **Senior Accountant**  | March 2007 to May 2008  |
| **Clover Pakistan Ltd** Karachi  | **Assistant Manager Accounts**  | Aug 2001 to Feb 2007  |
| **Zakher Hotel** Abu Dhabi | **Senior Accountant**  | June 1997 to June 2001  |
| **Deloitte International** Karachi  | **External Auditor ( Articleship )** | July 1992 to Nov 1996  |

|  |  |
| --- | --- |
| **Qualification**  | **Institution**  |
| **Bachelor of Commerce**  | **University of Karachi**  |
| **MBA Finance**  | **Preston Institute of Management Science & Technology Karachi**  |
| **ACCA in Progress**  | **ACCA - UK**  |

|  |
| --- |
| **Skills & Expertise**  |
| Analytical approach  | Team Management  | Management Reporting | Bank & Cash Control  | Receivables  |
| Problem Solving  | Good Communication  | Budgeting & MIS  | ERP Implementation  | Stock Management  |
| Business awareness | Good IT Skills  | Cash Flow Management  | Accounts Payable  | VAT Return & Tax  |

**ACHIEVEMENTS**

* **Four N Properties LLC** (Implemented ERP of catering operations - Four N Catering LLC )
* Successfully arranged **Banking facilities** at XOCOLATL LLC.
* Completed Four Years **Article-ship** being Professional Audit Training with **DELOITTE INT’L (CHARTERED ACCOUNTANTS)**. *During training period actively involved in various Audit Assignments of Banks, Manufacturing , trading , hotels and services sector companies.*

**DETAILED PROFESSIONAL EXPERIENCE**

**Assistant Manager Finance (MIS & Payroll) MAY 2015 TO DATE**

**Four N Properties LLC Abu Dhabi (Al Salam Living City)**

[Four N Property LLC is engaged in the business of real estate development and management.]

**MIS & Budget**

* + Preparation monthly Financial Reports ( Property & catering divisions )
	+ Month End Closing and reconciliations.
	+ Preparation and presentation of weekly leasing (Sales )Reports and analysing the major variation
	+ Preparation and presentation of various other reports Occupancy , Contract Expiry , Catering , Laundry.
	+ Active role in preparation of Budget and control .
	+ Assist in external auditing activities by providing necessary information.

 **Payroll**

* + Monthly Payroll Preparation of 600 employees
	+ Updating the additions and deductions
	+ Over time calculations as per the UAE labour laws
	+ Proper coordination with Admin timer keeper and HR Manager
	+ Timely update of New Employees and removal of outgoing employees
	+ Proper coordination with Finance team regarding the disbursement
	+ Preparation of leave settlements and EOSB and payment transfers
	+ Monthly Payroll Reports with major variations

**VAT**

* Group VAT preparation and filing return
* Proper coordination with Tax Consultants regarding the return submission and monthly review.

**ERP Coordination**

* + ERP administration, enhancements and its control with the help of service provider ( developers of ERP)
	+ Implementation of new ERP [Catering and labour camp management ]

**Accounting & Finance Controller JUNE 2013 TO MARCH 2015**

**XOCOLATL LLC - DUBAI (Chocolate Producer/ Manufacturer, Retailer & Exporter)**

Xocolatl llc is engaged in producing the premier chocolates having its retail outlets, corporate customers in hotel industry and franchisee operation in Riyadh KSA.

Responsible for overall finance & Admin function of the company.

* + Preparation of Monthly Financial Statements and MIS
	+ Preparation of monthly Bank reconciliations, Stock reports,
	+ Weekly Sales Reports and Age analysis of Receivables
	+ Cash Flow Statement / PDC, Receipts and Payments
	+ Accounts Receivable and Accounts Payable
	+ Budgeting, Audit finalization.
	+ Banking – Arrangement of facilities with banks
	+ H.R & General Administration tasks

**Financial Controller JUNE 2008 – APR 2013 FORUM INTERNATIONAL MANAGEMENT CONSULTANTS DMCC (GULF BANKERS), DUBAI U.A.E**

* + Preparation of Consolidated Monthly & Annual Financial Statements and MIS.
	+ Cash Flow Management
	+ Quarterly Budgeting
	+ Accounts Receivable & Payable ,
	+ Employees leave salary / Gratuity / Advances
	+ Audit Finalization , Liaise with statutory authorities

**SENIOR ACCOUNTANT MAR 2007 – MAY2008**

**KUDOS JEWELS DMCC [JEWELLERY MANUFACTURER], DUBAI**

* Daily Input transactions
* Monthly financials reports
* Accounts Receivable and Payable management
* Stock reconciliations
* Bank Reconciliations
* Salaries preparations

**Assistant Manager Accounts AUG 2001 – FEB 2007**

**CLOVER PAKISTAN LTD [TANG DRINK MANUFACTURER] KARACHI, PAKISTAN**

* Financial Reporting
* Salaries , Wages
* Suppliers payments
* Assist in budget preparation

**Senior Accountant JUNE 1997 – JUNE 2001**

**ZAKHER HOTEL, (BIN BUTTI GROUP OF EST.) ABU DHABI, U.A.E**

* Responsible for General Ledger
* Preparation of monthly Financial Reporting
* payroll preparation
* Debtors follow up and age analysis of Receivable and reporting
* Preparation of suppliers payments

**External AUDITOR Professional Training ( Articleship ) JUL 1992 – NOV 1996**

**DELOITTE INTL – KHALID MAJID HUSSAIN RAHMAN, KARACHI**

*During training period I was actively involved in various Audit & Assignments of Banks, Manufacturing, and trading, hotels and services sectors*

**COMPUTER PROFICIENCY**

* Microsoft Office suite ( Word , Excel & Power Point )
* comprehensive experience on Customized ERP solutions & Tally ERP
* ERP - Camp Management Systems
* ERP MyCom Catering Management Systems .

**PERSONAL DETAIL**

* Nationality: Pakistani
* Date of Birth : 07-10-1971
* Driving License: Valid UAE Driving License
* Languages Known: English, Urdu, (Read, Write, Speak), Hindi (Fluent Speaking)