

# CLIENT NAME

Address, City, State ♦ Phone Number ♦ emailaddress@yahoo.com

## SENIOR FINANCIAL PROFESSIONAL

*Critical Thinking & Analytical Solutions ~ Financial Management ~ Due Diligence ~ Portfolio Management*

- **Senior Financial Professional** with over 24 years' invaluable cross-cultural multi-national experience in the areas of Strategy Planning, Finance, Accounts, Costing and IT/ERP System implementation. Expert in all areas of business accounting which includes managing and overseeing financial functions for large operating budgets, preparing financial statements and managing all aspects of monthly end close.
- Possess great analytical and problem-solving skills and the ability to adapt to and master any business environment. Extensive experience in conceptualizing and implementing financial procedures and actively involved in the maintenance & finalization of accounts, Audits, Profit Monitoring, MIS and building internal financial controls.
- A Methodical problem solver; meticulously analytical in all facets of financial assessment and reporting, and possess a thorough understanding of the proper application of Generally Accepted Accounting Principles (GAAP). Proficient in developing & streamlining systems with proven ability to enhance operational effectiveness and meet/exceed operational goals within the cost, time & quality parameters.
- High level of integrity and optimism with a history of developing long-lasting business relationships based on a foundation of trust, integrity, and outstanding client service.

### AREAS OF EXPERTISE

Strategic & Tactical Planning • Financial Accounting & Analysis • Accounts Payable • Accounts Receivable • Advanced Bookkeeping • Payroll Management • Research & Analysis • Stringent Federal and State Compliance • High-Level Confidentiality & Trustworthiness • Accruals • Best Practices • Integrity-Based Accounting • Strong Analytical & Problem-Solving Skills • Multitasking in an Intense Business Environment • Technical proficiencies include: Microsoft Office, including Word, Excel and PowerPoint

### PROFESSIONAL EXPERIENCE

#### **UTC BUILDING AND INDUSTRIAL SYSTEM KUWAIT**

##### **Finance Manager, 1995-Present**

*UTC BIS Kuwait – a United Technologies Company (ticker UTX – NASDAQ) is a leading U.S.A based elevator & escalator company and having multi-national operations globally. UTC BIS Kuwait is a \$210 Million company with staff strength of 300 employees. Then company installs new elevators & escalators in villas, commercial complexes, malls, hospitals, and airports and also maintains them. There are more than 10,000 units installed and have around 7,000 units under our maintenance portfolio. Revenue comes from two operations; Constructions (New Installation & Commissioning) and Maintenance.*

##### **Key Accomplishment**

- **Cost Saving Initiatives:** Deliver top notch leadership and effective management skills. Implemented cost reduction ideas that achieved 3-5% reduction in Overhead costs.
- **Influential Leadership:** Advise and coach team members to develop skills and confidence in their ability to examine work processes, create solutions, and measure improvements.
- **Business Development:** Participate in management team process to develop vision and mission statements. Recognized for ability to develop consensus for strategic planning.
- **Process Improvement:** Communicate with managers the Management reports for variance and highlight areas for improvement.

##### **Key Responsibilities**

##### **Financial Planning & Analysis**

- Execute the preparation and review of Annual Plan based on target set by Management including IT and Capex.
- Formulate and prepare Key Operating Data with detailed Management reports and hold monthly Management meeting with all dept. heads to analyze performance with focus to achieve year end Plan.
- Examine Reporting Variance analysis and recommend corrective actions and follow up on remedial actions.

**Treasury Management**

- Monitor and forecast Cash flow and analyze credit requirements to sustain growth.
- Interact with bankers for increase in credit line; overdrafts, letter of credits and letters of guarantee etc.
- Effectively monitor Account Receivables and Payables including forecasting of FX requirements.
- Strategically place excess funds as deposits with local banks or with parent company.

**Finance & Accounts**

- Oversee all aspects of financial control and interact with internal and external auditors to have financials on time. In depth knowledge of Percentage completion of revenue recognition.
- Estimate module/instructions for job costing/price, material, labor and other costs.
- Calculate and amend field hourly rate and field efficiency.
- Formulate credit policy and procedures, sales and collection, as well as operation incentive plans.
- Analyze of all large job costing which includes latest estimated cost vs. original cost.
- Examine receivables for collection and forecasting cash flow.
- Keep abreast of Statutory & Tax regulations applicable and ensure error free compliance.
- Reconcile Inter-Company accounts and review of accruals and provisions.
- Oversee warehouse and payroll activities.
- Lead Manager for SARBOX controls compliance; oversee and execute as per US requirements.

**Legal**

- Inspect and vet contracts and correspond with supplier and customers for revisions.
- Record and monitor the company's obligations to the customers in terms of Commitments.
- Coordinate with legal consultant for cases filed against delinquent customers.

**Development**

- Appraise systems and effectiveness of organizational decision support leading to performance improvement and evaluation of existing business related controls.
- Formulate new reports required to manage the operations in a dynamic environment.

**Management**

- Liaise with Insurance to cover all the company assets and risks
- Negotiate with suppliers concerning service and delivery logistics.
- Collaborate with the Division Heads to negotiate trade credits and related supports from the suppliers.

**EARLIER WORK HISTORY**

Al Kazemi Group of Companies  
**Accounting Manager**, 1994-1995

Al Sane Group Co. W.L.L  
**Chief Accountant**, 1991 -1994

Poddar Enterprises and Parasrampur group  
**Accounts Manager**, 1987- 1991

**EDUCATION & CERTIFICATES**

- Bombay University, **Bachelor of Commerce**
- Institute of Chartered Accountants of India, **Chartered Accountant**
- Institute of Management Accountant U.S.A, **Certified Management Accountant**, 2006
- NIIT, India, **Certificate Courses in SQL & VB**