

Mansoor Ahmad

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Profile Synopsis

Versatile, Dynamic and Goal-oriented Management Professional equipped with 24 years of diverse experience of UAE and Oman, seasoned expertise in orchestrating successful business turnaround and growth ventures within a diversified industry. Manifest broad management in directing whole gamut encompassing General Administration, Logistics Management, Accounts Management, Purchase Management, Strategic thinker and astute in handling broad-based functions such as Office Management, Business Operations Management, Premises & Equipment maintenance, Staff Accommodation, Transportation & Security, Workforce Planning, Payroll, Compensation and Wage Structure, Public Relation, Proactive and innovative leader with excellent planning, analytical, problem solving, decision making, organization, coordination, monitoring, time management, communication and interpersonal skills. Seeks a challenging work profile to contribute and work actively where gained knowledge, expertise and management skills will have a valuable impact.

Strengths

- + 24 years UAE and Oman experience in diversified industry
- + Business Operations - Administration Management Skills
- + Excellent Organization Problem Solving Skills
- + Experience in Real Estate Management
- + Expertise in Accounts / HR
- + Knowledge of SAP / ERP / Tally & MS Office
- + Reconciliation / Bank / Cash & Accounts Management
- + Result-oriented – Divergent & Thinker, Leadership Skills

Educational Qualification

Master's Degree in Business Administration (MBA)	India	2010
Certified Human Resource Management Professional	ACI, Dubai (UAE)	2010
Master's Degree in Commerce (M. Com.)	Kanpur University (India)	1995

Career Progression

Senior Accountant	Sands Industries Plastic LLC (Lulu Group) UAQ, UAE	Oct 2021 – Jan 2022
Accounts & Admin. Manager	Al Nahda Al Omaniah Co. LLC, Salalah, Oman	Sep 2018 – June 2021
Senior Accountant & Admin.	Safetix (Mid-East) FZE, Saif Zone Sharjah (UAE)	Apr 2014 – Aug 2018
Senior Accountant	Ralco Industries FZC, Hamriyah Free Zone Sharjah (UAE)	Jan 2012 – Mar 2014
Senior Accountant & Admin.	Safetix (Mid-East) FZE, Saif Zone Sharjah (UAE)	Nov 2005 – Dec 2011
Accountant	Oxford Garment Factory, Sharjah (UAE)	Aug 1997 – Oct 2005

Areas of Expertise and Organizational Job Roll Experience

Accounts Management:

- Analyze financial results and provide to the management with a clear understanding to maximize profitability by cost control measures.
- Manage the Company's cash position
- LC's / Trust Receipts and Cheques discounting documentation, coordination with all Banks.
- Report on company assets / Liabilities and account reconciliations.
- Effectively monitoring Petty cash / Day to day bank and cash transactions / Monthly Bank Reconciliation statement of all bank accounts.
- Provide guidance and advice to executives, managers, and staff on financial matters
- Book of accounts in a computerized environment, Supervise the whole range of Accounts Payable and Receivable.
- completing the financial audit from external audit relations, audit planning, provision of information to auditors, reviewing auditor reporting and presenting the financial report for internal approval
- Identify and drive required business improvements.
- Manage Monthly reporting process to senior management
- Cash management & forecasting and assisting with analysis for future fund arrangement
- Purchase orders and obtained exposure to purchasing of new materials as per store requirement.
- Formulate and review P&L / Balance sheet and Cash Flow.
- Costing and Cash Flow planning
- Finalization & closing the year with the auditor's support.

General Administration & HR Management:

- Monitoring of current stock, supplier's delivery schedule and transit time to make the proper planning of purchase and ensure to get the materials in time
- Strictly follow the policy of MOQ system to avoid any surplus and shortage of materials
- Forecast, quality of goods, review purchase policy with different suppliers to monitor the pricing and negotiations for the payment terms such as LC, Bank Guarantee
- Timely payment to supplier to maintain healthy relationship and to get the shipments in time
- Strong knowledge of procurement method of purchasing
- Carry out administrative duties efficiently including correspondence, logistics coordination, customer relations and supplier dealings.
- Oversee management planning activities as job analysis, organization studies, workflow, and simplification of systems and procedures for food service, warehouse, accounting, and finance.
- Maintain confidentiality in all official company correspondence, quotations, inquiries, contracts, and other legal documents.
- Liaise with different departments to coordinate activities, exchange information, and resolve issues as well as to ensure timely implementation of objectives.
- Administrative activities such as fulfilling offices needs and requirements, equipment maintenance & management of administration staff, accommodation, transportation, premises maintenance, and security.
- All activities related to governmental relations such as official papers and certificates, employees' working permits, residence certificates, licenses renewal, employees visit visa and other formal papers.
- Carried out effective negotiation on prices, comparison with others, terms of payments and delivery based on the comparative statement.
- Proven track record in saving money and developing business relationships with key suppliers.
- Arranged the funds against invoices within credit limit to maintain a healthy relationship with the suppliers.
- Effectively plan and monitor purchase to the specific project requirement within time.
- Oversee price comparison to be able to purchase material in minimum possible time at optimum prices.
- Monitoring of Real Estate Buildings including Income and other related issues.
- Taking care for the on ongoing Real Estate project 500 Sq. Meter (Value around USD 44,00,000/-) in terms of Accounts / supplier's local and import materials price negotiation.
- Take care of Insurance of Assets / Vehicles / Workmen Group Insurance

Focal Key Achievements

- ✓ Gained a vast experience in General Administration, Logistics Management, Accounts Management and Clients Relations & Public Relations.
- ✓ Accomplished Master's Degree in Commerce from the reputed University in India. Technically astute with computerized accounting including SAP / ERP / Tally & MS Office Applications.
- ✓ Manifest broad knowledge of Organizational needs and requirements of premises & equipment maintenance, staff accommodation, transportation & security.
- ✓ Obtained a comprehensive and strategic understanding of Human Resource processes, business, technical issues, and organizational set-up and change.
- ✓ Acquired extensive knowledge related to HR activities including recruitment, selection, compensation, benefits, employee relations, staff welfare, job evaluation, Payroll.
- ✓ Played a pivotal role in the preparation of Financial Statements, costing, income statement, Balance Sheet with the support of Auditors, statement of cash flow and comparison sheet.

I.T. Proficiency

- ✓ Well versed of SAP & Tally accounting system and Oracle-based ERP including modules.
- ✓ Proficient in MS Office application (Word, Excel, Email application & Internet).

Personal Details

Nationality : Indian
Marital Status : Married
Languages : English, Hindi, Urdu
Driving License: Valid UAE Driving License (Issued from Sharjah)
Reference : Available upon request
Visa Status : Visit Visa (Valid up to 9-5-2022)
Date of Birth : 01-07-1972

Declaration

I hereby declare that the above-mentioned details are true and correct to the best of my knowledge and belief.

Mansoor Ahmad