

# MOHAMMAD AJMAL JAMALI

## Finance & Accounts Professional

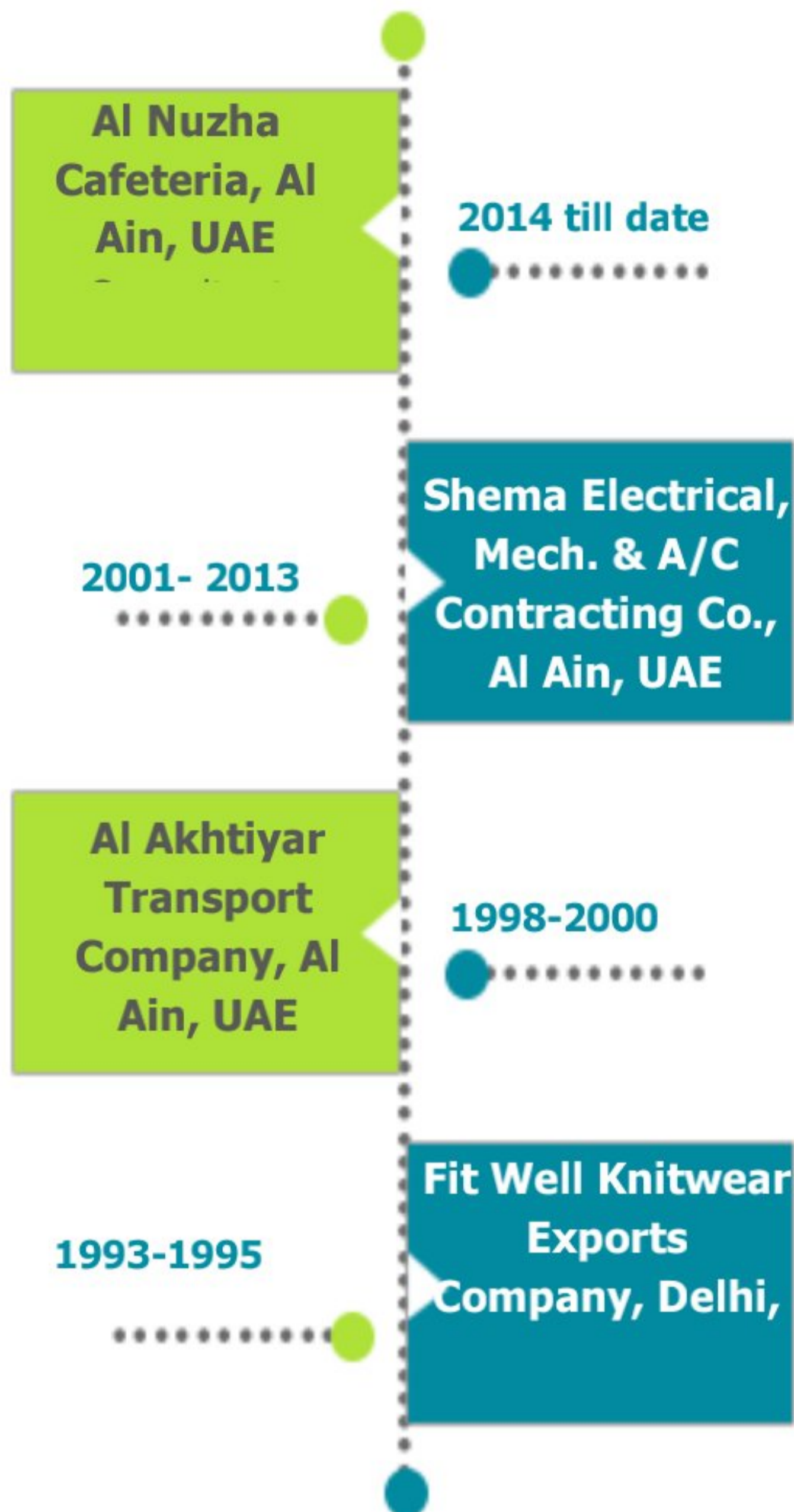
High-energy professional with firm contribution in formulating financial policies & strategies for the organization with an aim to accomplish organizational goals



✉ ajmal\_arib@yahoo.co.in  
📞 +971 50 330 7253, +971 55 56 95 296

Targeting assignments in Finance & Accounts and Administration Functions in UAE

### Career Timeline



### Profile Summary

**Achievement-Driven: Enterprising senior finance & accounts professional** with a strong record of contributions in streamlining finance operations, invigorating businesses, heightening productivity, improving systems & procedures. **Persuasive and influential expert** with **nearly 21 years of extensive experience in Finance & Accounts, Reporting & Documentation, Taxation, AR & AP and Financial Planning & Control**. Skilled in preparing business case, annual budgets, business plans, conducting forecasting and internal projections.

Expert in identifying with the management in improving, executing strategies and processes, capable of accomplishing corporate goals & profitability for the company. Excellence in preparing reconciliation reports, financial statements, age-wise accounts payables & receivables statements. Strong capabilities in preparing MIS reports for generating necessary financial information to determine profitability. A forward thinking person who is strong leader & team oriented; possess competencies in achieving both corporate & personal goals in diverse cultures.

### Academic Details

- Master of Commerce in Business Management from Jamia Millia Islamia, Delhi, India in 1997
- Bachelor of Commerce from Purvanchal University, UP, India in 1993

### IT Skills

#### Proficiency in:

- Peachtree
- Tally
- MS Office & MS Money

### Core Competencies

#### Financial Planning & Control

Budgeting & Costing

Bank Reconciliation

#### Finance & Accounts

MIS & Reporting

Accounts Payable & Receivables

#### Administration Functions

Vendor & Resource Management

Team Building & Leadership

## Organization Experience

**Since Jan'14**

**Al Nuzha Cafeteria, Al Ain, UAE as Manager**

**Jan'01 – Dec'13**

**Shema Electrical, Mech. & A/C Contracting Co., Al Ain, UAE as Accountant Cum Assistant Manager and Administrator**

**Jan'98 – Dec'00**

**Al Akhtiyar Transport Company, Al Ain, UAE as Accountant Cum Office Assistant**

**Sep'93 – Oct'95**

**Fit Well Knitwear Exports Company, Delhi, India as Accountant Assistant**

### **Key Result Areas:**

- Preparing budgets, analyzing & planning sales levels and profitability
- Monitoring entire operations from ordering supplies, checking stock levels, maintaining customer relationships, preparing cash drawers to organizing and supervising the kitchen shifts
- Liaising with bankers, insurers and solicitors regarding financial transactions also coordinating between dealer and factory for supply of products
- Developing balance confirmation/statement of accounts on a regular basis and submitting the same to customer
- Identifying & raising the debit/credit note as per request received from marketing department after verification of calculations
- Maintaining financial and cost accounting activities involving AP & AR, GL, forecasting, budgeting also, managing day-to-day finance and accounts operations
- Administering various activities like reviewing all financial transactions, reporting and policies for the entity including general ledger account transactions & reconciliations, monthly variance reports, monthly financial statements and so on
- Performing full set of accounts and ensuring timely closing of accounts
- Formulating financial strategies by forecasting capital and identifying financial resources for the organization
- Supervising the entire aspect of budgeting, cost accounting, variance analysis and ensuring accurate closing process
- Establishing functional objectives in line with organizational objectives; performing timely completion of tax audit and cost audit as well on time
- Reporting financial status by developing forecasts, reporting results, analyzing variances and improvements
- Analyzing expenditure trends, recommending appropriate budget levels and ensuring expenditure control
- Reviewing financials on a daily basis during the month-end period and reporting issues to finance management and comparing actual for planning/ forecasting
- Generating MIS reports for the management while compiling & analyzing the MIS reports relating to the accounts and statutory compliance matters

## Personal Details

**Date of Birth:** 5<sup>th</sup> July, 1973

**Languages Known:** English, Arabic, Hindi and Urdu

**Address:** Mohammad Ajmal Jamali, P.O.Box: 64 220, Near Taqwa Mosque, SANAIYA, Al Ain , Abu Dhabi (United Arab Emirates)

**Driving License:** Valid UAE Driving License