



MUNAWAR ALAM SIDDIQUI

Accounts & Finance Specialist

Accounts & Finance Specialist

Seasoned professional with more than 5 years of experience in leading Finance & Accounts Operations having worked in Trading, Distribution Services, Real estate & property management in the Middle East and Indian Subcontinent.

Targeting a role to apply competencies in Credit Control, Treasury Management, Purchase, Inventory Control, General Accounting, MIS, Budgeting reporting and Costing, contribute to company profits and maximize shareholders' wealth.



KEY SKILL AREAS

- ▲ Financial /Operational Forecasting
- ▲ Budgeting & Variance Analysis
- ▲ Profit & Loss Management
- ▲ Cash Flow Analysis
- ▲ Credit Risk Analysis
- ▲ Internal & External Audits
- ▲ AR & AP Management
- ▲ Legal aspects of Contracts
- ▲ Sub Contract Management
- ▲ MIS Reporting
- ▲ Inventory Management
- ▲ Leadership & Team Building
- ▲ Decision Making & Problem Solving
- ▲ Customer Care Management



EXECUTIVE PROFILE

- ▲ An expert in strategic and financial planning with a strong focus on month end analysis of business profitability, Credit Control Processes, budgeting, cash flow forecasting, finance controls, and accounts management.
- ▲ Proficient with Full Sets of Accounts and Finalization of Accounts with in-depth working knowledge of accounting standards to ensure the financials are as per internationally accepted norms.
- ▲ Inter Company reconciliation, division wise profitability analysis, revenue vs expenses analysis, bank reconciliation, month-end closing, fixed assets accounting, depreciation, balance sheet ratio analysis for maintaining bank covenants.
- ▲ Preparation and monitoring of annual budgets, issuing periodic alerts for variances.
- ▲ Steering cross-functional teams to achieve objectives of cost control, revenue generation and statutory compliance like VAT returns
- ▲ Hands-on experience in managing documentary credits and bank guarantees.



PROFESSIONAL EXPERIENCE

Senior Accountant (March 2022 - Present)

Jabal Ohod Investment (Al Sharif Group) In Jeddah, Saudi Arabia

Finance & Accounting:

- Manage the company's portfolio of investment, to record the investment activities and analyze the possible variances and to make the necessary entries in the journals.
- Manage the day to day functioning of the accounts departments ensuring compliance with the corporate policies and protocols.
- Calculate and analyze portfolio's realized and unrealized gains.
- Prepare and present monthly financial statements and detailed analytical statements to the Manager.
- Provide assistance in the preparation of valuation reports and to assist in monitoring of valuation procedures.
- Advising and consulting Bank Relationship Officer, brokers and asset managers on matters, such as taxes, accounting and other financial services.
- Coordinate and manage all the aspects related to the general ledger accounting for all the investments and to interact with the investment accounting system as well as the portfolio manager
- Prepare and present monthly financial statements and detailed analytical statements to the Accounts Manager.
- Arrange the funds as per the requirement of investment team in the respective accounts.
- Monitor the cash flow on a day to day basis and follow up to manage the corporate AR & AP commitments.
- Preparing and handling UK properties rental income.

General Accountant & Financial Controller (March 2019 To September 2021)

Carmart Est. / AMNS Properties in Dubai, UAE

Key Responsibilities:

Finance & Accounting:

- Prepare and present monthly financial statements and detailed analytical statements to the Accounts Manager.
- Coordinate with operational departments to prepare quarterly look-ahead, conduct variance analysis and suggest corrective measures.
- Ledger postings, and oversee monthly & annual closing of accounts.

- Regular cash management monitoring to manage the corporate AR & AP commitments.
- Handled Account Payable with verification of source document, invoice approval, follow-up, query solving and payments process.
- Monitored the presentation of Annual budgets with operations, under various scenarios considering the business slow down due to the current pandemic situation.
- Managed cash flow by coordinating with the procurement department to get better credit terms from suppliers.
- Supervise maintenance of books of accounts, approve accounting data entry and ledger postings, and oversee daily, monthly & annual closing of books of accounts.
- Coordinate with the concerned departments to prepare statutory budgets, conduct variance analysis and implement corrective measures.
- Prepare and present financial statements (profit & loss account and balance sheet) to the Manager.
- Monitor the cash flow on a day to day basis and follow up to manage the corporate AR & AP commitments.
- Maintain an audit trail for business transaction (local and international); strengthen internal controls to prevent unauthorized access to business information.
- Quarterly filing of VAT Returns as per UAE VAT Law.

External Audit:

- Finalization and audit for the operational year FY 2019 & 2020.
- Oversee audit details preparations for external audits.
- Coordinate with external auditors to respond to queries of each department.
- Satisfy the Auditor with proper explanation of production systems, inventory control process,

Audit Support:

- Oversee preparations for external audits, supervise technical arrangements, share a list of questions with each department to educate teams on the nature, scope and objectives of audits.
- Act as the audit liaison & contact person for external auditors and communicate the audit schedule to internal members designated to respond to queries in each department.
- Check availability of accounting records and financial reports for scrutiny and gather additional information as required during audits.
- Review the audit observations with the concerned departments and follow up to ensure implementation of necessary changes to enhance the operational efficiency.

Functional Leadership:

- Handle the Risk Management and receivables management following up with the concerned personnel to speed up the recovery processes.
- Monitor the receivables status of business units and review the credit documentation and guarantees.
- Update the inventory status and highlight variances to review internal processes and rectify the error within the system.
- Manage the day to day functioning of the accounts departments ensuring compliance with the corporate policies and protocols.

Accounts Payable (April 2016 To March 2019.)
Cognizant Technology Solution LTD (MNC) in INDIA

Key Responsibilities:

Finance & Accounting:

- Ledger postings, and oversee monthly & annual closing of accounts.
- Manage payment posting process including verifying error and performing resolution.
- Handled Account Payable with verification of source document, invoice approval, follow-up, query solving and payments process.
- Verifying and checking the claims and process to payment.
- Ensuring that the payment of invoices is completed within a timely manner in accordance with payment terms.
- Preparing daily TAT report and score card of the team and submit to Team Leader.
- Perform monthly quality audits as directed by the team leader and manager.
- Maintains responsibility for work processing and production quotas for assigned individuals' team member.
- Liaise with other departments for completion of book closure activities as per the monthly, quarterly & annual closing schedules.
- Overseen and performed GL and bank Reconciliations, Prepared and posted general ledger entries for monthly, quarterly & annual closer activities.
- Coordinate with the concerned departments to prepare MIS reporting, conduct variance analysis and implement corrective measures.



EDUCATION

- **OSMANIA UNIVERSITY – TELANGANA, INDIA**
Bachelor in Commerce (B.COM), 2011-2014
- **OSMANIA UNIVERSITY – TELANGANA, INDIA**
Master of Business Administration (MBA), 2014-2016

IT Skills:

- Advanced Excel.
- EPMS (ERP).
- Tally ERP.
- MVision ERP.
- MS Office (Word, Excel, PowerPoint)



PERSONAL DETAILS

- Nationality: Indian.
- Date of Birth: 3rd Jun, 1991.
- Language Proficiency: English, Hindi & Urdu.
- Passport Valid till: 28th Jul, 2031.
- **Visa Status: Residence**
- **Availability: Immediately.**
- **Personal Contact:**
- **Contact: +966535917604**
- Email: munawar.sid3@gmail.com
- **Address: Jeddah, Saudi Arabia.**
- Linked in: <https://www.linkedin.com/in/munawar-alam-siddiqui-31067366>