

ABDUL QUALIQ MOHAMMED

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FINANCE, ACCOUNTING, BOOKKEEPING, E-COMMERCE, HR & ADMINISTRATION PROFESSIONAL

Result-driven Finance professional with proven experience, Sound technical skills, and an impeccable work ethic. An articulate individual, who is confident and poised in interactions with individuals at all levels. Experience in the consumer services industry. Skilled in Financial Analysis, Financial Reporting, Internal Audit controls, Bank Reconciliation, Budgeting, Accounts Payables, Accounts Receivable, Inter-company Accounting, HR Strategies, Recruitment, Payroll Processing, VAT (Certified), Balance sheet, Profit and loss account, MIS & Consolidated Reporting, Team Lead, Wholesale and Retail E-commerce configuration and Retail E-commerce operations. In-depth experience across the full accounting cycle. Expertise in the evaluation of financial management systems and implementation of process improvements and technology solutions.

Areas of Expertise

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|----------------------------------|--------------------------------|-------------------------------------|
| - Financial Analysis & Reporting | - Internal Control | - Accounts Payable |
| - General Ledger | - Technology Implementation | - Accounts Receivable |
| - Payroll processing | - Recruitment | - Tax Compliance (UAE) |
| - Budget Planning | - Team Leadership | - MIS Reports |
| - Bank Reconciliations | - Group Consolidated Reporting | - E-commerce B2B, B2C & Marketplace |

Knowledge Preview:

- Well versed with Accounting/ERP Software including Oracle (EMIS), Tally ERP 9, QuickBooks, Oracle 11i, Quick Business Manager, Peachtree & SAP-FICO.
- Well Verse with Magento2 development B2B, B2C, Group Company Commerce with multi location & Multi Websites.
- Conversant with MS Office (Outlook, Word, Advance Excel & Power Point).

CAREER EXPERIENCE:

MANAGER, FINANCE & ADMINISTRATION, AL TAMY GENERAL TRADING, DUBAI, UAE

JAN-2017 – MAR-2022

Type of Business: - Wholesale, Retail, Manufacturing, Import, and Export

- General Ledger, Accounts Payables, Accounts Receivables, Bank Reconciliation, Monthly Closing Entries, Prepayment Schedules, Accruals & Provisions, Fixed Assets Depreciation, Management Reports, MIS Report, and administrative work.
- Preparing and analyzing MIS reports providing feedback to the Group Finance Manager and top Management on Financial performance.
- Maintains records, prepares reports and composes correspondence relative to the work.
- Negotiate prices and conditions of supplies with vendors such as delivery terms, consistency of supplies and payment terms, as per Procurement Policy.
- Monitors and verifies all the receivables to guide collections and keep updates to the Group Finance Manager from time to time.
- Monitoring e-commerce orders, Customers, order fulfillment, Customer care and operations teams.
- Certified Recruiter from Naukrigulf for Gulf Region
- Hiring, Evaluating, and verifying employee performance through the review of completed work assignments and work techniques.
- Developing and improving administrative policies.
- Lead cross-functional teams on an ongoing basis including stakeholders and team to ensure project success.
- Ensuring the successful implementation of projects including and managing timelines, scopes, budgets, communications, quality, issues, risks, and critical paths.
- Always Keep the project plans up to date.
- Monitor and measure project processes and activities to identify and communicate potential issues, risks or problems in a timely fashion and provide corrective action options and drive to resolution.
- Involve in R & D for the product development team.
- Major Involvement in Open-source ERP's Idempiere, Adempiere and Odoo ERP.
- Ad hoc reports required by Management.

E-commerce Projects Lead Details:

Project 1: b2b.hnak.com—Wholesale-Project Lead

Project 3: ws.altamy.com- Project lead

Project 5: www.altamy.com wholesale & Retail-Project Lead

Project 7: Surveyor (Survey for Customers)- Project Lead

Project 9: demo.superbonanza.net-Hypermarket-Project lead

Project 2: www.zippo.ae—Retail -Project Lead

Project 4: www.noorstores.com—Retail- Project Lead

Project 6: wholesale.brew92.com—wholesale- Project Lead

Project 8: www.fabiola.ae—Project Lead

Project 10: demo.aldawali.com—Project Lead

Project 11: www.gsgperfumes.com—Wholesale-Project Lead Project 12: Group E-commerce Software- Project Lead
Project 13: Retail Product Survey-Project Lead & Product Owner Project 14: www.reemak.com—Project Lead

CHIEF ACCOUNTANT, AL TAMY GENERAL TRADING, DUBAI, UAE

JUN- 2013 – JAN-2017

Type of Business: - Wholesale, Retail, Manufacturing, Import, and Export

- In-charge of Head Office Accounts and handled Branch Accountants and their functionality.
- Aiding in the formulation & implementation of Accounting Policies in system & Financial Control Procedures.
- Key Member in VAT Group.
- Aiding in administrative works.
- Daily Cash Flow Report, Payables, Receivables, Bank Reconciliation, Monthly Closing Entries, Schedules, Fixed Assets, Management Reports, MIS Report, and administrative work.
- Processing Monthly Payroll.
- Supervising timely preparation of statutory books of accounts and finalization & consolidation of group accounts.
- Preparing and analyzing MIS Reports to provide feedback to the Finance Manager and top Management on Financial Performance.
- Yearly end stock-taking
- Coordinating with the External Auditors.
- Monitoring Inflow / Outflow of Funds; Taking adequate measures to ensure optimum utilization of available funds towards the accomplishment of organizational objectives.

Awarded

Best Employee of the Year June-2014

Best Employee of the Year June-2016

SENIOR ACCOUNTANT, ALGEBRAA BOOKKEEPING, DUBAI, UAE

MAY-2010 – MAY-2013

Type of Business: - Accounting, Bookkeeping & Audit Firm.

Clients Handled:

1. Group of firms with 6 Companies (Divisions) involving:
 - Exhibition - Advertising - Digital Marketing - Event Management - Conferences - Interior Work
2. Refrigeration, Electronic, Furniture, GYM Equipment, Lights, Photo Studios, Dental Clinic, Magazine, etc., The software's at the Client Place: Oracle, Tally ERP9, Peachtree, Quick Books, Quick Business Manager, etc.,
 - Handled various Accounting Software's Oracle, Tally ERP 9, Quick Books, Quick Business Manager, Peachtree, etc.
 - Leading a Team 4 Persons
 - Analyzing accounting records and making data entry into the system
 - Preparation of financial statements in accordance with International Accounting Standards
 - Involved in working on General Ledger and Payable Module
 - Overseeing accurate & appropriate recording and analysis of revenues, expenses & assets
 - Formulating various reports like Age Receivables/Payables, Inter-company/Bank Reconciliations, Fixed Assets Register/Schedule, Pre-payments Schedule, Provisions, Cash Flows Statements, Payroll, etc.
 - Accountable for General Ledger maintenance, Inter-company Ledger Reconciliations, and other Ledger Reconciliations
 - Aiding in formulation & implementation of Accounting Policies & Financial Control Procedures
 - Evaluating internal control systems including Management Reporting Systems, Organization Policies & Procedures, Computerized Accounting Systems and identifying reporting weaknesses in them along with suggested improvements
 - Dealing with internal and External Auditors.
 - Managing monthly closing and yearly closing entries and handling bank-related work
 - Preparing Audit Schedules & Audit Draft and forwarding the same to Management for Review.

Academic Qualification

2008 M.B.A in Finance & Marketing from Osmania University
2006 Bachelor of Commerce (Computer Application) from Osmania University
2003 XII from Gnanadeep Jr. College, Board of Intermediate Education
2001 X from Jeevadan High School, Board of Secondary Education

Personal Details

Date of Birth: 8th December 1984
Address: Al Baker Tower-2, Flat 2805, Al Nahda,
Languages Known: English, Hindi & Telugu
Nationality: India
Marital Status: Married
No. of Dependents: 4
Driving License Details: 1700060 (Dubai)
Visa Details: Transferable (Unlimited Contract)