

Sabir Ali

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Nationality: Indian, YOB: 1982, MS: Married

Valid Driving License

Visa Status: Own Visa (spouse sponsorship)

Availability: Immediate



A senior/mid-level management position with an established organization in the fields of Administration & Financial Accounting. Moves effortlessly especially towards **Financial Institution, Banking, Money Exchange, Education, Hospitality, Government / Semi Government, And Multinational Companies.**

CAREER SUMMARY

A highly successful **Finance & Administrative** professional with more than **10 years of experience all around the UAE**. Easy going by nature & able to work with all members of staff regarding finance & administration issues to resolve problems. Proven ability to manage multiple assignments efficiently while meeting tight deadline schedules.

- **Administration**
- **Fleet Management**
- **Bank & Statement Reconciliations**
- **MIS Reporting**
- **Hospitality Management**
- **Money Exchange Accounts**
- **Leasing Management**
- **Accounts Payable/Accounts Receivable**

EMPLOYMENT EXPERIENCE

Senior Officer Administration & Finance

First Abu Dhabi Bank , Abu Dhabi UAE – May 2014 - Dec 2019

(Previously with National Bank Of Abu Dhabi)



✧ Key Roles & Job Responsibilities:

Accounts Payable

- Independently handling all administration accounts payable works.
- Processing payments through Oracle system.
- Prepare and review daily and weekly invoices pre-payment data.
- Monthly arrangements for Utility payments.
- Arranging Monthly, Quarterly and Annual Payments for (Leasing Department, Hotel Bookings, Printing & Translation , Security, Mail Room Departments....)
- Responsible for vendor's inquiry about SOA (statement of account).
- Follow up with Procurement and Finance Team about payments.
- Maintain proper record for all payments.
- Providing training to new staff's for making payments.
- Preparation of monthly provisions for all payments.
- Coordinating with internal & external auditors.
- Handling Monthly & Yearly Closing works.

Hospitality

- Managing Taxi, Flight & Hotel bookings for FAB staff's.
- Coordinating with external parties and arranging bookings as per staff requests.
- Arranging shuttle service requirements.
- Arranging hotel bookings inside & outside UAE.
- Arranging taxi services inside & outside UAE.
- Managing and arranging Catering services.
- Processing payments through Oracle system.
- Monthly preparation and submission of MIS reports to the management.

Fleet Management (Owned & Leased Vehicles)

- Managing Banks Owned & Leased Vehicles.
- Ensure fleet availability to meet all requests by scheduling forecasting and surveying current user trends.
- Contract renewals/extension/amendments of leased vehicles.
- Ensure prompt payments to the suppliers.
- Maintain knowledge and utilize all fleet information and user surveys to forecast new requirements.

- Perform vehicle registration, insurance and documentation regarding induction of new vehicles in existing fleet.
- Oversee routine and ad hoc maintenance, obtain tags for new vehicles and renew old ones to ensure schedule fleet management.
- Monitor and ensure fleet operations in compliance with local and state rules and regulations.
- Streamline and monitor fuel purchase system with assistance of fuel cards for all vehicles and drivers
- Participate in various workshops and educational programs and maintain knowledge on all industry relevant publications.
- Plan, process and execute vehicle purchase and vehicle replacement through efficient settlement.
- Plan and prepare annual budget, expenditures and analyze all financial objectives.
- Facilitate and implement corrective actions and capacity building to manage entire fleet to achieve company objectives.

Senior Accountant

Arab Link Money Transfer PJSC in Cooperation with Abu Dhabi Islamic Bank Abu Dhabi, UAE – Dec 2010 to Oct 2013

➤ **Job Responsibilities:**

- Prepares and records asset, liability, revenue, and expenses entries by compiling and analyzing account information.
- Maintains and balances subsidiary accounts by verifying, allocating, posting, reconciling transactions; resolving discrepancies.
- Maintains general ledger by transferring subsidiary accounts; preparing a trial balance; reconciling entries.
- Produces payroll by initiating computer processing; printing checks, verifying finished product. Completes external audit by analyzing and scheduling general ledger accounts; providing information for auditors.
- Avoids legal challenges by complying with legal requirements.
- Monitor the monthly results, compared with budgets. Explain any deviations and follow up the detailed action plans to achieve the financial targets of the company.
- Oversee the accounting process; report the financial condition of the Projects to management, by comparing the budgets with Actual.
- Monitor the cash flow of the company, coordinate and assist on A/R, A/P issues, ensure the collection and payment within the agreed terms.
- Responsible for preparing the cash position of the company on a daily, weekly and monthly frequency.
- Ensure that the branch or branches will have the cash necessary to make day-to-day transactions.
- Prepares the cash reports and provides them to management for review.
- Responsible for closing the branch or branches' books at the end of each month.
- If mistakes are detected, responsible for preparing and posting adjusting entries.
- Responsible for ensuring that the company's accounting practices, classifications and reporting adheres to compliance and regulatory standards. Must ensure compliance with outside auditors and government regulators.
- Responsible for writing reports and providing communications in regards to the health of the company's finances to management group.
- Responsible for preparing journal entries, posting the journal entries, and posting to the general ledger. This position also requires posting to the subsidiary ledgers and reconciling the ledger accounts.
- Complete financial records include balance sheets and statements of income, cash flow and shareholders' equity.
- Involved in day-to-day purchase and sales report, handling payment and receipt.
- Reconciliation, Account Opening Functions, ATM, Inward and Outward remittance.
- Prepare profit and loss statements and monthly closing and cost accounting reports.
- Establish, maintain, and coordinate the implementation of accounting and accounting control procedures.
- Analyze and review budgets and expenditures for local, state, federal, and private funding, contracts, and grants.
- Monitor and review accounting and related system reports for accuracy and completeness.
- Prepare and review budget, revenue, expense, payroll entries, invoices, and other accounting documents.
- Analyze revenue and expenditure trends and recommend appropriate budget levels, and ensure expenditure control.
- Recommend, develop and maintain financial data bases, computer software systems and manual filing systems.
- Supervise the input and handling of financial data and reports for the company's automated financial systems.
- Interact with internal and external auditors in completing audits.
- Support the Company's mission, vision, values and goals in the performance of daily activities.

Branch Accountant

Al Ansari Exchange, UAE – Jan 2009 to Feb 2010

➤ **Job Responsibilities:**

- Take a view on whether adequate financial controls are in place within the branch network and recommend improvements.
- Ensures that a branch's policies, controls and guidelines comply with procedures of the home office--that is, the parent company--and are adequate and effective.
- Daily verification and reconciliation of Teller proof report.
- Monitor and control currency stock position.
- Prepare inter branch account reconciliation statement.
- Preparation of various reports to auditors and management.
- Maintain travelers cheques purchase agreement & submit for supplement.
- Maintain register for manual cheques & MICR Drafts.
- Verify Western Union reports and ensure prompt input in system.
- Observation of Money Laundering in application and report suspicious finding to auditors.
- Updating Forex rates to branches.
- Accounting and controlling fund transfer to various banks and exchanges.
- Maintaining Inter branch accounts.
- Daily monitoring of bank accounts (Local and international banks).
- Maintain creditors and suppliers account.
- Preparation of cheques to suppliers.
- Month and Year end closing works.
- Co-Ordinate with external auditors.

Accounts Officer

Al Ansari Exchange, Abu Dhabi, UAE – July 2007 to Dec 2008

✧ **Job Responsibilities:**

- Reconciliation of large volume Bank Statements.
- Monitor daily drawings of respective banks & submit daily funding reports for various accounts to treasury / Dealing division.
- Listing out of all unidentifiable / wrong charging on accounts.
- Follow up with banks if statements are not received within time.
- Ensure discrepancies of past period are rectified.
- Ensure prompt funding is made to DDA Accounts.
- Verify nostro accounts positions and ensure accounts are sufficiently funded.
- Preparation of Draft drawing reports for Indian banks on weekly basis and submit to the Auditors of banks for verification.
- Preparation of weekly reports and forwarded to the banks to ensure correct funding level.

Receivable Accountant

Kalliyath Sanitation, Kerala, India – July 2006 to April 2007

✧ **Job Responsibilities:**

- Maintain of daily cash and ledger books.
- Daily transaction of petty cash and bank payments, daily cash deposits, collection from Debtors.
- Monthly analysis of cash & credit sales.
- Preparation of monthly bank/cash reconciliation statements.
- Coordination & support with other departments and ensure the smooth flow of work
- Provide necessary data's & reports to the management for the preparation of budgeting, sales report.
- Preparing the monthly reports of accounts receivable.
- Monthly preparation of collection target and send to concerned departments.
- Preparing bad debt provision as per the company policy.
- Preparation of balance sheet, profit and loss account & handling petty cash.
- Maintain creditors and suppliers account.

INTERNSHIP

Management Trainee

Cochin Stock Exchange Ltd. India – 8 weeks

✧ **Project Title**

- Role of Futures in the Stock Market

✧ **Objective**

- The extent to which loss can be reduced by Hedging

EDUCATION AND CREDENTIAL

University of Calicut, Kerala, India – 2006

✧ **Masters of Business Administration (MBA) – Finance and Marketing**

University of Calicut, Kerala, India – 2003

✧ **Bachelor Degree in Commerce (B.com)**

Central Board of Secondary Education, New Delhi, India. – 1997

✧ **Secondary School Leaving Certificate**

SPECIAL SKILLS

Computer & IT –

Microsoft Office™ (Word™, Excel™ PowerPoint™, Front Page™) – Advanced Excel Course from Al Ansari, July 2008
Windows™ (7™, Vista™, XP™)
Oracle 9i Basic
Tally ERP, QuickBooks, Peachtree

Language –

English – Fluent

Hindi – Fluent

Malayalam – Native

Strength –

Self-motivation and honesty

Decisive and forward thinking, with strong vision and strategic capability

Ability to network and liaise with clients at every level

Capable of operating within highly competitive industries

Excellent communication skills both written and verbal

Motivational and credible with highly effective interpersonal skills

Ability to persist with a task until objective is achieved

Strong and quick acquiring of new technologies

PROFESSIONAL REFERENCES

Available upon request
