



Overview

A multi-faceted professional, accustomed with proven management skills; targeting opportunities in Finance & Accounts with an organization of high repute.

CA AAFREEN AZIZ ARAB CPA – USA
Chief Accountant

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Core Competencies

Finance & Accounts

Accounts Receivables & Payables

Management & Financial Reporting

Taxation, Auditing & Budgeting

Cash Flow Management

Working Capital Management

Financial Modelling

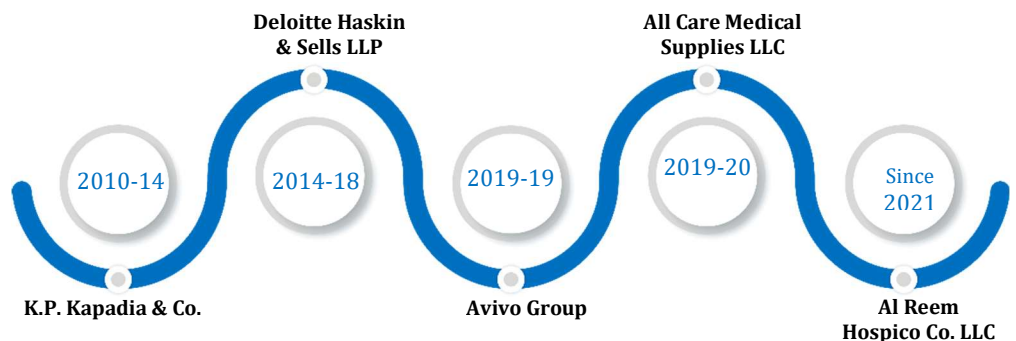
Monthly Financial Closure

Team Management

Profile Summary

- Result-oriented professional, offering **12 years** of successful career with diverse roles distinguished by **commended performance and proven results**
- Experienced in **budgeting & forecasting, determining cost of the products**, resource utilization; managing monthly payroll and Cash Management/Settlements
- Prepared, examined & analysed accounting records, financial statements**, and other financial reports to assess accuracy, completeness, and conformance to reporting & procedural standards
- Prepared, examined, and **analysed accounting records, financial statements, and other financial reports** to assess accuracy, completeness, and conformance to reporting and procedural standards
- Expertise in **evaluating, establishing & maintaining MIS development policies** and procedures; skilled in effectively managing documents to facilitate achievement of organizational objectives and ensure profitability of operations
- Capable of **formulating & implementing new system, policies & procedures**; end-to-end vendor, stakeholder & supplier management; monitoring financial KPIs & performance; leading team activities like training & development, coaching & mentoring

Career Timeline



Soft Skills

Collaborator

Communicator

Planner

Change Agent

Achievements

- Credit of completion the assigned task independently for UK Based Audit in the previous work experience thereby reducing the staff cost and allocated time
- Led the Finance Team to implement SAP along with necessary reports required
- Reduced receivables by 30% in a month's time as part of preparations for the Accounts Receivable (AR) migration
- Accelerated the monthly finalisation process through proper team management and scrutinizing the work as per the accounting standards

Education

- **Diploma IFRS –ACCA UK – 2022**
- **Certificate of Completion - UAE – VAT LAW, Excise, and Corporate Tax – Dubai KHDA**
- **Certified Public Accountant (USA) – California Board of Accountancy**
All First Attempt in 2019
- **Chartered Accountancy** from Institute of Chartered Accountants of India (Both Groups – First Attempt) in 2012
- **Integrated Professional Competence Course** from Institute of Chartered Accountants of India (Both Groups – First Attempt) in 2009
- **Executive Programme** from Institute of Company Secretaries of India (Both Groups – First Attempt) in 2011
- **Bachelors of Commerce** (Finance & Taxation) from Mumbai University in 2008

Other Courses

- General Management Competence Skills as a part of Chartered Accountant Course
- IT Program as a part of Chartered Accountant Course
- Orientation Program as a part of Company Secretary Course
- Participated in Certification Course of IFRS held by KPMG - 2016
- Training course in VAT – UAE
- MS-CIT Program (MS-OFFICE), Tally ERP

IT Skills

- MS-Office (Word, Excel & PowerPoint)
- Tally
- SAP
- Other customize

Work Experience

Since Jan'2021: Al Reem Hospico Company LLC, Al Reem as Chief Accountant

Reporting to the CEO and CFO

Role:

- Performing the finalisation of financials on monthly basis
- Preparing and explaining management report – excel & power-point
- Engaged in drafting internal control policy / accounting policy
- Leading a team of Accounts Personnel
- Liaising with Statutory Auditor, VAT Auditor and Purchase & Sales Departments
- Strategizing & formulating standard operating procedures (SOPs) on Purchasing, Inventory Management, Finalization of Accounts, Capitalization & Depreciation, Cash Sales & Receivable Collection, Demo & Consignment sales
- Suggested reporting requirement in SAP (FICO) – closing stock report, fixed assets schedule, IFRS 9, Finalize Chart of Accounts
- Implemented IFRS 16 (Leases), IFRS 15, IAS 38, IAS 16, IAS 2, IFRS 9, IAS 8

Oct'19 – Dec'2020: All Care Medical Supplies LLC, Abu Dhabi as Assistant Manager - Finance

Role:

- Contributed in delegating trade collection to Trade Receivable personnel in India
- Monitored personal visit status of Collection Team
- Managed petty cash and reconciliation
- Steered in preparing VAT Computation for VAT quarterly submission
- Coordinated for payment of cheque, verifying payment vouchers with creditors reconciliation and purchase documents, and thereafter approving for signature
- Spearheaded a team of 10 in India and UAE and trained the new joinees
- Collaborated with bank for Bank Guarantee Cancellation, In-house Financials Submissions, understanding the Loan documents / agreements
- Analysed intercompany reconciliation, trade receivable & sundry creditor reconciliation and Bank Reconciliation including Salary Calculation of Companies – along with gratuity calculation and leave salary
- Approved release of salesperson by ensure their work done before their release – sales invoice creation, deliver status of supplied shown as delivered in System, cash received by accounts for cash sales, getting acknowledgement from customers for outstanding
- Verify supporting before release of Payments.
- Monthly finalisation of Financials.

Roles Across The tenure

- Provided financial information to management by researching & analysing accounting data and preparing reports
- Documented financial transactions by entering account information
- Recommended financial actions by analysing accounting options
- Summarized current financial status by collecting information; prepared balance sheet, profit & loss statement, and other reports
- Maintained accounting controls by preparing and recommending policies & procedures
- Guided accounting clerical staff by coordinating activities and answering questions
- Reconciled financial discrepancies by collecting and analysing account information
- Prepared special financial reports by collecting, analysing, and summarizing account information and trends

Previous Experience

May'19 – Jul'19: Avivo Group, Dubai as Senior Accountant

Apr'14 – Sep'18: Deloitte Haskin & Sells LLP as Assistant Manager – Statutory Audit

Apr'13 – Apr'14: K.P. Kapadia & Co., India as Senior Assistant

Feb'10 – Feb'13: K.P. Kapadia & Co. as Article Assistant

Personal Details

Date of Birth: 2nd September 1987 || Nationality: Indian
Passport Details: Z4109177 || VISA Details: Employment VISA (USA B1 B2)
Driving License Details: UAE Driving License (Under Process)
Marital Status: Married || No. of Dependents: 0
Address: AL AIN || Languages Known: English & Hindi