

SAYED WALIULLA KHADRI

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Senior Level assignments in Accounts & Finance / MIS / Payroll Management / Purchasing / Auditing with an organisation of repute

SNAPSHOT

- ✦ Pro- active and result oriented professional offering 30 **years** of cross cultural experience in all aspects of accounting and finance and payroll management operations.
- ✦ **Presently associated with Al Khaldeya Co-Operative Society Abu Dhabi, "A" Class Supermarkets and Real Estate as Senior Accountant cum Assistant to General Manager.**
- ✦ Experience in spearheading a wide spectrum of finance & accounts activities encompassing finalization of accounts, taxation and auditing.
- ✦ Well versed with modern accounting systems and standards with expertise in preparation of Balance Sheet, Profit & Loss Account, Reconciliation Statements, Payroll, General Accounting & Auditing.
- ✦ Experienced in drafting notice, agenda and minutes of Board and Committee and Shareholders Meetings.
- ✦ In-depth knowledge and proficiency in handling organizational economics and administrative issues.
- ✦ Keen analyst with exceptional relationship management skills and abilities in liaising with various regulatory authorities & external agencies.

CORE COMPETENCIES

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|---------------------------|---------------------------------|------------------------|
| - Finance & Accounts | - Secretarial Functions | - Auditing |
| - MIS / Financial Reports | - Bank Reconciliation Statement | - Statutory Compliance |
| - Payroll Management | - Liaising / Coordination | - People Management |

Finance & Accounts

- ♦ Preparing and maintaining statutory books of accounts viz., journal, ledger, cash/bank book and subsidiaries in compliance with time & accuracy norms.
- ♦ Presenting a true and fair view of the financial position of the company by preparing financial statement viz., P&L Account and Balance Sheet
- ♦ Overseeing monthly reconciliation of:
 - Receivables and Payables Accounts.
 - Bank Accounts.

Secretarial Functions

- ♦ Maintaining all shareholders records (Files, Purchases from supermarket by shareholders, Purchase, Sale and transferring of shares etc).
- ♦ Arranging and preparing letters and documents for board and annual general assembly meetings and submitting necessary reports to Ministry of Labour as per their requirements.

MIS

- ♦ Designing and supervising the preparation of MIS reports for management perusal to facilitate deriving enhanced policies that would steer the organization to enhanced growth and profitability.
- ♦ Generating various MIS reports & monitoring movement of key business indicators viz. Debtors Control & Fund Flow Management, Costs & Inventory Management to facilitate the decision making process.

Payroll Administration

- ♦ Managing Payroll Processing function involving computation of salaries.
- ♦ Designing, implementing and administering payroll policies and procedures to ensure accurate and timely compliance with statutory obligations.
- ♦ Computing salaries / other allowances of employees; making reimbursement of Medical, Travel & various other expenses incurred by employees

Purchasing

- ♦ Preparing LPO for out of stock goods.
- ♦ Routine checking of near expiry and expiry goods and preparing GRV for the expired goods.
- ♦ Sourcing out for new suppliers for the new items required by the customers.

Auditing

- ♦ Performing analytical review of major processes and evaluation of internal control systems for carrying out internal audits, periodical branch inspection and stock verification.
- ♦ Ensuring maintenance of proper records as per the requirements for audit and finalisation of accounts within time bound schedules.
- ♦ Coordinating with auditors for conducting various process audits to ensure proper controls are in place.

CAREER SCAN

Since Jul' 94: Al Khalidiyah Co-Operative Society, Abu Dhabi, "A" Class Supermarkets and Real Estate as Senior Accountant cum Assistant to General Manager

- ♦ Administering entire gamut of accounts, audit and secretarial functions in the company.
- ♦ Managing the manual & computerized accounts work up to finalization of Balance Sheet.
- ♦ Overseeing timely collection and posting of receipts and payments.
- ♦ Handling all bank and petty cash payments, ensuring timely preparation of monthly suppliers and salary cheques.
- ♦ Attending all municipality, immigration and labour, chamber of commerce related works correspondence, and handling all administrative work.
- ♦ Correspondence with suppliers, negotiating for display rentals and listing fees, sourcing out local and international suppliers for any new products, customers, banks via letters, following-up for payments from local customers, out-station customers, Government organizations etc.
- ♦ Maintaining of Employee registers and monthly preparation of wages & salaries of the same.
- ♦ Preparing and following up of all tenants rental agreements on time.
- ♦ Following up of all Maintenance related works and making contract with maintenance companies.
- ♦ Timely following up, controlling and maintaining the inventory with store keeper.

Nov' 89 – Mar' 92: Harlapur & Co. Chartered Accountant, Hubli as Accounts & Audit Assistant

Role:

- ♦ Handled entire accounts and auditing functions in the company.
- ♦ Conducted External & Internal Audit, Stock Audit, Accounting and Annual Assessment, etc. of Companies, Corporate, Industries, Banks and Cooperative Societies.
- ♦ Prepared and finalized Accounting Statements including Trial Balance, Profit & Loss Account, Balance Sheet and Taxation Documents.
- ♦ Computed State and Central Sales Tax, Income Tax, etc. for Limited Companies, Private Limited Companies, Partnership firms, Individual concerns, Medium & Small Scale Industries etc.

ACADEMIA

1988 / 89

B.Com. from Karnataka University

IT SKILLS

Operating System : DOS, Windows-98, 2000, XP.
Office Automation Packages : MS-Word, Excel, Outlook.(Reading and Typing in Arabic also)
Accounting Packages : Quick Books Enterprises Solution Ver-9 Accounts, Focus Inventory, Tally with VAT

- ♦ Knowledge of SAP R/3 Ver.4.7

SEMINARS & TRAINING PROGRAMMES

- ♦ Title : Seminar on Letter of Credit & UCP 600.
- ♦ Organized by : Dubai Chamber of Commerce.
- ♦ Title : Training on Tawatheeq in July-2012 & Jan-2013
- ♦ Organized by : Abu Dhabi Municipality

PERSONAL DOSSIER

Date of Birth : 1st September 1966
Nationality : Indian
Marital Status : Married
No. of Dependants : 2
Driving License : Holding Valid U.A.E Driving License
Visa Status : Employment Residence
Linguistic Abilities : English, Arabic, Hindi, Urdu & Kannada
Address : P.O. Box # 7457, Abu Dhabi, U.A.E
References : Available on Request