

Expertise in all aspects of accounting including accounts payable, accounts receivable, financial reporting and bank reconciliation. Experienced in accounting operations, designing policies, procedures and maintaining sound internal control. Detail oriented and organized with strong problem solving skills and exemplary attention to details. Excellent communicator, fluent in Arabic, English and French.

**Assistant Finance Director**

From June 2009 Till July 2013

**Gemalto Middle East FZ LLC**

United Arab Emirates

- Responsible of on-time preparation of monthly reporting package for 5 countries; Dubai, Oman, Saudi, Turkey and Pakistan.
- Support management in the operational accounting and controlling tasks related to Government programs business segment; purchase follow-up, project accounting, accruals, calculation of revenue and related cogs based on percentage of completion...
- Manage and control the intercompany and local costing information for Product Sales for Government Programs.
- Being part of the monthly and annual closing work with full responsibility of certain areas (Projects follow-up, Travel expense controlling and monthly expense allocation)
- Provide support and ad hoc reports in all accounting, reporting and controlling matters for the Middle-East region
- Prepared Budget for facilities and cost centers and made a review with the Finance Director
- Monthly variance analysis of P&L and Balance Sheet items reporting with detailed explanation.
- Successfully implemented NOTILUS travel management module.

**Assistant Finance Manager**

From February 2007 Till March 2008

**Naeem**

Dubai - United Arab Emirates

- Wrote assigned policies such as fixed assets and accounts receivable for the finance department for business control, preventing and avoiding risk exposure and potential auditing.
- Prepared and assisted in analyzing monthly financial statements.
- Prepared various reports (e.g. monthly cost comparison).
- Maintained fixed asset and prepayments registers.

**Accountant**

From January 2003 Till February 2007

**Grundfos Gulf Distribution**

Dubai - United Arab Emirates

- Liaised with external and internal auditors for interim and year-end audits.
- Assigned lead role in month-end close, reviewed journal entries to ensure accuracy, analyzed and reconciled balance sheet accounts to determine disposition and discrepancies.
- Managed accounts receivable: - Analyzed A/R write-off and invoice ageing allowances - Maintained bad debt analysis report and provided A/R support for posting allowance journal entries. - Reconciled cash accounts weekly and prepared ageing reports.
- Managed accounts payable: - Processed inventory and general expenses invoices. - Prepared monthly payment schedule report. - Reconciled the statements on a monthly basis.
- Assisted the finance manager in different functions. (Annual budget - 5 years plan...)
- Prepared monthly sales statistics, forecast, estimate and results reports and cash flow.
- Performed day to day accounting functions (journals, prepayments, fixed assets register, accruals ...)
- Handled bank reconciliation and petty cash maintenance.

**Arabic**

**English**

**French**

**Native language**

**Fluent**

**Fluent**