SALLAUDIN EMAM HUSSEIN

Al Qusais-1 Dubai,

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Executive Synopsis

A highly motivated and driven Finance Manager with 25+ years’ experience (including 20+ in UAE) in top level business environments. Confident, tenacious with a proven track record for first class accounts management and financial reporting. A broad knowledge of a wide range of financial practices, including credit control, budget handling and forecasting. An excellent communicator with a can-do approach to problem solving and resolution. Extremely meticulous with an eye for detail and positive outlook in often complex financial landscapes.

Major Achievements

Championed Accounts Receivable and Treasury Management functions. Effectively steered improvements to controls and procedures. Ownership and accountability of credit management deliverables and performance. Known for facilitating better financial performance and optimizing systems for higher performance. Reengineered processes, optimized operations, enhanced business growth and maximized profits, fostered a culture of continuous improvement to achieve productivity goals.

Work Experience:

Accounts Manager 1st April, 2004 till date

Kings Education, Dubai,

We have three schools under Kings Education managed centrally at corporate office Kings Education.

* Kings School Dubai (Um Suqueim-3)
* Kings School Al Barsha (Al Barsha south)
* Kings School Nad Al Sheba (Nad Al Sehba -3)

Key Responsibilities:

* Prepared monthly financial statements, profit and loss statements, reports and records by collecting, analysing and summarizing account information.
* Drove the annual budgeting and forecasting processes including mid-year review, target setting, and year end performance matrix. Ensured improved expenditure control.
* Delivered full spectrum of accounts functions including payables and receivables management for maintaining effective cash cycle.
* Commanded complete accounts, reporting and audit branch office and reported to Group Finance director office.
* Headed a team of Accounts receivables, Accounts payable and fees invoicing.  Handling Statutory Audit.(External Auditors are ERNST & YOUNG DUBAI

Sr. Accountant March, 3rd March, 1996 to 30th Apr-2003 Accounts Officer 1st May, 2003 to 31st Mar, 2004

Al Nekhreh Contracting Co LLC (Division of ANC Holdings LLC)

* Manage all operations related to Finance like Financial Accounting, Budgeting, Accounting, Banking etc.
* Involve in finalizing accounts, reviewing payments and analyzing Ledgers, requirements and accruals
* Prepare financial statements and present the same in the management meeting
* Document all accounting processes and procedures ensuring compliance with company guidelines; monitor and review all documents related to budgets, revenues, expenses, invoices etc.
* Identify areas of budget concern and potential impact on performance as well as monitor the Actual performance, profitability and variance analysis
* Maintain Inventory Control and Fixed Assets Management Register
* Supervising the performance of junior accountants and advising them for further improvement Auditing:
* Assist in audit activities (internal & external) including setting up audit systems, monitoring implementation of systems and providing feedback to the top management with regular audit reports
* Manage resources and execute day-to-day activities of audit engagements / audit process  Schedule and conduct audits of full complexity for conformity with policies & procedures of company
* Produce audit work papers and documentation for checking and approval by superiors

Payroll Process Management:

* Maintain and process payroll records and reports for accounting of salary/wages due, accruals, deductions and other payroll functions in a precise and accurate manner
* Provide efficient & effective payroll service ensuring service users are provided with accurate information at all times
* Calculate payments and entitlements of all employees in line with company’s procedures and labor law

Previous Professional Experiences: 1st Aug-1990 -20th Dec-1995

Jr Accountant

Alcon Construction Pvt. Ltd. Panaji, Goa.

Academic Credentials

Bachelor of Commerce, Goa University 1990.

Accounts trainee 1987-1990 (part time) with A. V. Kamat & Co Chartered Accountants. Diploma in Computer application – Data Pro Computer Institute, Panaji, Goa. Valid UAE Driving License

Computer Skills

* MS-Office (Word, Excel, Power-point)  Microsoft Dynamics NAV 2009 & TM 1.
* Oracle
* Site ERP

Fund Accounting Software (by KMPG-SHMA

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| Personal Vitae |  |
| Date of Birth: | 12th June, 1965 |
| Linguistic Proficiency: | English, Hindi and Urdu |
| Visa: | Employment visa expiring in March. |
| References: | Will be pleased to furnish upon request |