

# FAIZ AHMAD

Accounts & Finance Manager  
MBA ( Finance ) & ACCA ( SKILL LEVEL ) – Pursuing

✉ faiz.a@outlook.com

☎ +91-9031066786 / +237 682505000



## Profile Summary

Accounts and Finance Professional with 16 years of proven track record experience within diversified industries like Agri Commodities, Manufacturing, Shipping, Trading, Oil & Gas. Demonstrated expertise in General Accounting, Taxation, Reconciliation, Receivables, Payables, Cash Flow, General Ledger, Maintenance Books of Accounts, MIS Reports and Financial Reporting Including Customer Relations. Have excellent communication, analytical, coordination, planning, organizational, problem solving, decision making and time management skills. Accounting packages: Microsoft Dynamic GP, Tally.ERP9 ,SAP, Oracle NetSuite and MS Office applications.

## Objective

To find a position in the field of Accounts & Finance management with positive aspect of creative challenges, the variety of tasks and the opportunities for professional enhancement through organization where I can apply best of my knowledge and providing sufficient opportunities to inculcate & upgrade professional skills.

## Core Competencies

Financial Reporting	Budgeting & Forecasting	Cash Flow Management
Cost Management	Reconciliation & Analysis	Financial Control & Compliance
A/P & A/R Mgt.	Audit & Taxation	Banking Operation

## Soft Skills

Collaborator
Communicator
Planner
Innovator
Intuitive

## Education

2013	MBA ( Finance & HR ) from Kolhan University, Chaibasa, (India) with 75%
2006	B.Com (Accounts Hons.) from Ranchi University with 58%

## Career Timeline

COMPANY NAME	STE SONAM CAMEROUN LTD SARL			
DESIGNATION	ACCOUNTS & FINANCE MANAGER	JOB LOCATION	CAMEROON, CENTRAL AFRICA	
DURATION	MARCH-2019 TO TILL DATE	INDUSTRY	AGRI COMMODITIES	
COMPANY NAME	UNITED OIL PRODUCTION SYSTEMS LTD			
DESIGNATION	SR. ACCOUNTANT	JOB LOCATION	NIGERIA, WEST AFRICA	
DURATION	NOV-2016 TO JAN-2018	INDUSTRY	OIL & GAS	
COMPANY NAME	KRBL FOOD INDUSTRIES LIMITED			
DESIGNATION	ACCOUNTANT	JOB LOCATION	NIGERIA, WEST AFRICA	
DURATION	SEPT-2013 TO SEPT-2016	INDUSTRY	AGRI COMMODITIES	
COMPANY NAME	HUGHES COMMUNICATIONS INDIA LTD			
DESIGNATION	ACCOUNTANT	JOB LOCATION	JAMSHEDPUR, INDIA	
DURATION	DEC-2010 TO SEPT-2013	INDUSTRY	TRANSPORT & EDUCATION	
COMPANY NAME	UNIVERSAL INDUSTRIAL PAINTS			
DESIGNATION	ACCOUNT ASSISTANT	JOB LOCATION	JAMSHEDPUR, INDIA	
DURATION	SEPT-2006 TO NOV-2010	INDUSTRY	MANUFACTURING	

## **STE SONAM CAMEROUN LTD SARL, Douala, Cameroon**

**Finance & Accounts Manager - March 2019 to till date (AGRI COMMODITIES)**

### **ACCOUNTSKEY AREAS**

- ❖ Monitoring day to day operational like Main Cash, Petty Cash, Bank, Invoice & vendors
- ❖ Prepares and records asset, liability, revenue, and expenses entries by compiling and analyzing account information.
- ❖ Supervision of Accounts team & reviewing of entries to ensure accuracy
- ❖ Accounts receivables control & follow up with sales team for timely collection and trigger them for over dues if any and also timely reconciliation of books with customers.
- ❖ Day to day operational responsible for managing entire Financial Control, Accounting & Costing records.
- ❖ Timely closure of all books of accounts and other relevant records ensuring their accuracy to facilitate generation of various reports according to the due dates.
- ❖ Monitoring of Daily Cash, Bank Accounts, Debtors, Creditors, Inter- Company etc.
- ❖ Monthly Stock audit with Warehouse Manager ( Physical Vs Ledger Vs System )
- ❖ Accounts payable control & follow up with purchase team for timely reconciliation with suppliers
- ❖ Controlling & Monitoring the payroll process with HR, & Payroll Reconciliation

### **FINANCE, COST & BUDGETING KEY AREAS**

- ❖ Forecasting of Financial needs and arranging funds on time.
- ❖ Preparation of Budget, Projected cash flow and Costing on import materials
- ❖ Liaising with Banker Treasury for financial facilities, foreign remittances, Overdraft, Bank guarantee, Repayment, Draw down and accuracy of various charges.
- ❖ Monitoring reconciliation of 11 Bank Accounts and Overdraft Interest Calculation, Bill Discounting etc.
- ❖ Verifying ( Vessel & Containers ) Import Documentation with Operation team like Bill of lading ( BL ), Packing List, Commercial Invoice, SGS , Custom duties, Clearing & forwarding, Transportation etc.

### **AUDIT & TAX KEY AREAS**

- ❖ Taxation planning.
- ❖ Prepare and submit all Statistics and Tax Declarations to Government Departments including getting refunds of excess taxes paid.
- ❖ Supervision & Reviewing of VAT return, Withholding Tax, Preempt, Rates, and timely statutory payments.
- ❖ Attending and completing all Government Audits without attracting additional liabilities.
- ❖ Coordination with auditors for annual audit, providing the required schedules.

### **MANAGEMENT INFORMATION SYSTEM ( MIS )**

- ❖ Timely Preparation of various Management Reports, Financial Statement, Cash Flow forecast, Variance Analysis, Debtors Ageing Analysis, Inventory movement & Profitability Analysis
- ❖ Prepare MIS Report - budgeting and reporting to management
- ❖ Preparation of costing of Bagging Machine rental for third party Vessel and own Vessel.
- ❖ Periodical computation, analysis and reporting of product cost, variable cost, relative contribution etc.

### **Personal Details**

**Date of Birth: 14<sup>th</sup> Jan 1985 | Nationality: Indian | Marital Status: Married | Passport No: Z-6923100 (Expiry on-2033) | Languages Known: English, Hindi, Urdu | Address: A.H Tower, B-2, 2<sup>nd</sup> Floor, Jawahar Nagar, Mango, Jamshedpur-832110 | Overseas Add : Ste Sonam Cameroun Ltd Sarl, Akwa, Douala Cameroon. | Ph: +237 682505000**