

## Ishwar Gyanchandani

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### Objective:

Keen to associate with the company and contribute significantly to the growth process of development and achieve the goals of the organization in the long run.

### Work Experience:

**Company** : Al Maya Group, Dubai.  
**Duration** : Since October 2008

**Division** : Al Maya Supermarket & Various Subsidiary Divisions.  
**Period** : 01 May 2019 – 14 Aug 2023.  
**Designation** : Leasing Coordinator / Admin Coordinator / Accountant & Assistant to Operation Manager

#### Job Profile:

- Accountable for the Operations of Skywards Everyday entire Al Maya Supermarkets.
- Co-ordination with Leasing & Accounts Dept. for the smooth execution of Concessionaires and Franchise suppliers' agreement, Tax Invoices, Rent and VAT Invoices, New possession, Renewals and Dishonored cheques.
- Incharge for account opening & closing of Internal Business units, Concessionaires / Suppliers in Al Maya System, Maintaining Store-wise track records of concessionaires and Franchise supplier agreements, payments.
- Responsible for On-time Payment of Import, Local and consignment Suppliers, Analyzing the store fit-out, Fixtures & Furniture imports and Other Local suppliers multiple Quotations and taking approval from the management and get the LPO raised.
- Submitting the daily, MTD and Footfall sales report to the Director and other senior managers.
- Responsible for Supermarket and other subsidiary divisions - Business Development agreements (BDA) Making, receiving back, approvals from Division head and keeping their track records Physically and in System.
- Maintaining the agreements of e-commerce service providers, getting their account opened in system, processing their LPO payments on timely basis.

Division: Borders, Paperchase BHS and Mom and Me.

Duration: October 2008 – 30 April 2019.

Designation: Leasing coordinator / Assistant Operation Manager / Accountant

**Job Profile:**

- Reviewing various locations Lease and other documents received from Landlords.
- Co-ordination Landlords office and getting Lease or other documents cleared, signed off from Al Maya Directors.
- Preparing financial details for the Lease, Making Rent and other payments processed, after necessary approvals from Directors of the company.
- Coordinating for obtaining New as well as renewal of Trade License, Ejari / Tawtheeq, Media License, of all the stores of all the mentioned divisions
- Maintaining Store-wise records of Lease and Other mandatory documents.
- Timely Submission of Monthly sale report and Yearly Audited Sales report to Landlords.
- Analyzing the store fit-out, Fixtures & Furniture imports and Other Local supplies multiple Quotations and taking approval from the management and get the LPO raised.
- Receive store fit-out, Fixtures Furniture and other local supplies Invoices, Match them with LPO, take approvals from the management and follow-up until payment is done.
- Ensures cash and stationary availability and other mandatory documents or goods or approvals for new store opening.
- Responsible for On-time Payment of Import, Local and consignment Suppliers.
- Responsible for On-time Payment of Utility invoices of all the stores of all the mentioned divisions.
- Responsible for the periodic or yearly sale permissions approval from Directors and Division Managers and payments processing for the same to any of the local authority.
- Updating Oracle based Attendance Tracking System (ATS) on daily basis and generating ATS reports on monthly basis for salary of Head office staff of all the mentioned divisions.
- Providing Monthly ATS reports of all the GCC stores to Payroll department after reviewing the reports.

- Preparing Incentives for all the GCC stores of all the mentioned divisions, taking approvals from management and distribute them to the stores.
- Providing the data to Insurance department for Yearly Insurance renewal, or for any of the new stores being opened, after necessary approvals from division Managers and Directors
- Receiving the Daily sales reports and Purchase reports from all the stores and Warehouses, and after reviewing forwarding to Accounts payable and receivable department of the company
- Randomly visiting stores for Safe and till (POS) cash checking.
- Receiving leave application and other requests of the store staff, taking necessary approvals and forwarding to HR department for further procedures.
- Checking all the expenses of the Head Office, stores and warehouse (viz. stock take OT, staff OT, Travelling expenses of Directors and Other HO Staff, cash local buying, Graphics department invoices etc.) Taking approvals from Division Managers and Directors and coordinating with various departments for their clearance.

**Institute:** Fancy Jewellery LLC, Dubai.  
(Division of Diamond Jewellery and Gemstones)

Duration: April 2002 – October 2008.

Designation: Accountant.

Job Profile:

- Maintaining Sales book (Manual and Automated).
- Maintaining Bank Book (Manual and Automated).
- Managing Stock.
- Factory Management.
- Preparing Report (Daily and Monthly)
- Finalizing books of accounts with the help of auditor

**Institute:** TULEC (Tata Unisys Limited Education Centre) Bhopal, India

Duration: August 1999 – Nov 1999.

Designation: Centre Manager.

Job Profile:

- Managing all the activities of academic nature.
- Responsible for reporting the activities of Institute Weekly/ Fortnight/ Monthly/ to HO Delhi
- Responsible for the course status, covered and to be covered, in every class also the same for exams at all modules.
- Planning for the training of staff with HO.
- Managing Stock.
- Scrutinizing the activities of marketing staff.

**Institute:** TULEC (Tata Unisys Limited Education Centre) Ujjain, India

**Duration:** August 1997 – Dec1998.

**Designation:** Administrative Executive.

**Job Profile:**

- Managing all the activities of academic nature.
- Reporting the activities of Institute Weekly/ Fortnight/ Monthly/ to Centre Manager and HO Delhi
- Managing stock.
- Maintaining the library of the institute

**Academic Qualification:**

- ◆ Bachelor of Commerce (B. Com.)  
With Taxation group, from Vikram University, Ujjain (M. P.), in the year 1997.
- ◆ Higher Secondary (HSC)  
In Science faculty with Biology, from the Board of Secondary Education Bhopal (M.P.), in the year 1993.

**Other Qualifications**

- ◆ Higher Diploma in Software Applications (HDSA) from TATA Infotech Education Authorized Training Center, Indore, Formerly TULEC.

**Personal Profile: -**

**Date of Birth:** 29.08.1975.

**Nationality:** Indian.

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**Driving license:** Holding UAE light vehicle driving license.