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**MUBIN ABBAS INAMDAR**

**SENIOR FINANCE & ACCOUNTS MANAGEMENT PROFESSIONAL**

**Mobile**: 0091-8356866994, 00971 558128915 || **Email**: mubeen2904@gmail.com

**Address**: Koperkhairane, Navi Mumbai-MH, India, 400709.

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| **PROFILE SUMMARY**  **Seasoned and Accomplished Professional with 20+ years of standout experience** in finance & accounts, reporting, finalization/consolidation of financial statements, taxation & compliance, and auditing functions, leading to long-term improvements in cost saving, profitability, and productivity.  **Credible reputation** in leading the financial and operational aspects of the business, focusing on improved financial returns, increased cash flow, improved financial position and increased overall business value.  **Illustrious history** in providing and analyzing critical financial data, delivering exceptional leadership and advising support, and reporting to assist in critical business decision-making.  **Remarkable proficiency** in minimizing the company’s tax exposure and filing tax returns while complying with the applicable laws and regulations. Proven expertise in minimizing risk and assisting organizations not to overpay taxes by identifying available tax deductions.  **EDUCATION CREDENTIALS**   * VAT in the UAE Complete course: Principles and Application with Udemy E-Learning – 2023. * SAP FICO (HANA S4) Internship with Henry Harvin Education – 2022. * Diploma in Business Administration, SPM, Pune – 2005. * Diploma in Co-Operation & Accountancy (Govt Certified Auditor), Maharashtra Govt. – 2005. * B.Com. from Mumbai University – 2003. * Diploma in Computer Applications & MS Office (Advance Excel (Pivot Table, Vlookup & dashboard) – 2003. * Certificate Course in Tally 5.4, 6.3, & 7.2, ERP 9 – 2001.   **TRAININGS**   * Attended seminar at JW Marriott Hotel Mumbai by Princeton Academy for VAT, WCT, CST, Service Tax & GST * Certified Internal Auditor for ISO 9001: 2008. * Underwent training at: * Govt. of Maharashtra training for Online Tender * Reliance Industries training for Project Invoicing   **TECHNICAL SKILLS**   * Well-versed with ORION Software Oracle-based ERP and ShowMan Payroll Software   **CORE COMPETENCIES**  Strategic Planning  • • • • • • • • • • • • • • •  Finance & Accounts  • • • • • • • • • • • • • • •  Accounts Receivable & Payable  • • • • • • • • • • • • • • •  Auditing  • • • • • • • • • • • • • • •  Internal Controls  • • • • • • • • • • • • • • •  Taxation  • • • • • • • • • • • • • • •  Budgeting  • • • • • • • • • • • • • • •  MIS Reporting  • • • • • • • • • • • • • • •  Payroll Administration  • • • • • • • • • • • • • • •  Cost Accounting  • • • • • • • • • • • • • • •  Financial Closing  • • • • • • • • • • • • • • •  Financial Statement Preparation  • • • • • • • • • • • • • • •  Funds Management  • • • • • • • • • • • • • • •  Client Engagement  • • • • • • • • • • • • • • •  VAT, GST, TDS & IT  • • • • • • • • • • • • • • •  Inventory Management  • • • • • • • • • • • • • • •  Working Capital Management  • • • • • • • • • • • • • • •  Variance Analysis  • • • • • • • • • • • • • • •  Team Leadership  **PERSONAL DOSSIER**   * **Nationality**: Indian * **Date of Birth**: 29th April 1981 * **Passport No**: M 3755365, valid up to Nov 2024 * **Driving License**: Indian Driving License | **EMPLOYMENT OUTLINE**  **Since Nov 2013:** **3D Megastructures Pvt. Ltd., Navi Mumbai**  **Accounts, Finance Manager & Admin**  Key Deliverables:   * **Strategic Planning**: Evangelize business and financial outlook by formulating and implementing the financial strategies that support the business vision. * **Finance Management**: Manage accounting, budgeting, financial systems, internal controls, financial benchmarking, general ledger, and financial analysis. * **Accounting** **Operations**: Record and post the accounting activities, including voucher entries, cash, and bank transactions. * **Financial Statements**: Prepare and review the yearly and quarterly financial statements according to accounting standards. * **Tax Obligations**: Handle the timely and complete processing of internal and external tax reporting and depreciation of the company's tax obligations. * **Accounting Policies**: Ensure adherence to accounting policies, recording financial transactions in compliance with legal requirements. Ensure compliance with accounting policies and statutory requirements and verify financial report accuracy. * **Financial Records**: Accountable for reviewing the financial records for cost reduction and shareholder satisfaction. * **Finance Management**: Look after the payables and receivables, manage payments, and maintain tax compliance and reporting. * **Taxation**: Lead direct and international taxation strategies, including innovative tax planning. Advise on tax implications for mergers and acquisitions. Guide on withholding tax and tax deduction, and stay updated with tax changes. * **Auditing**: Implement and monitor financial audits and control systems for performance and budget adherence. Manage audit schedules, coordinate with auditors, and comply with various tax laws. * **Budgeting**: Develop the budgets and produce monthly reports on actual expenditures to compare with a budget. * **GL Accounting**: Develop ledgers and record the accounts payable, accounts receivable, cash management, fixed assets, purchasing and projects. * **Financial Closing**: Facilitate financial closing processes and timely reporting. Streamline the monthly close process and ensure accurate tax payments and filings. * **Relationship Management**: Develop and maintain relationships with tax authorities and consultants and handle tax-related legal matters. * **Team Leadership**: Provide financial support, advice, and expertise to maximize value and deliver direction to the finance teams.   **Apr 2013 – Oct 2013: Industrial Technology Qatar W.L.L., Doha-Qatar (NBK Group) as Sr. Accountant**  Key Deliverables:   * Oversaw all accounting division responsibilities. Guided and monitored assistants in managing invoicing, receivables, and payables. * Liaised with Relationship Managers (RMs) from banks and suppliers for credit facilities, maintaining strong business relationships. * Coordinated with external auditors for the annual finalization of accounts. * Handled in-depth the four major financial statements (Income Statement, Balance Sheet, Statement of Changes in Equity, Statement of Cash Flows) and Trial Balance. * Implemented control measures and policies to mitigate risks and enhance efficiency. * Conducted financial feasibility studies and advised the CEO. * Managed fixed assets, calculated depreciation using the Straight Line method, and handled disposals and book values. * Guided and monitored inventory control and accounted for allowances for bad debts, obsolete inventory, and audit fees. * Accounted for indemnity, leave salary provisions, ticket allowances, and bonuses. * Represented and managed ISO 9001 surveillance audits annually. * Encouraged and supported coworkers in achieving company goals. * Trained the team on accounting practices and ERP software. * Acted as the ERP super user, managing user access and data security. * Finalized monthly payroll and verified reconciliations of suppliers’/vendors’ ledgers before approving payments. * Assisted in preparing ISO Internal Procedures. Acted as a custodian of major financial instruments and focused on cost-effective strategies. * Scrutinized ledgers, resolved issues, and contributed to company goals. * Managed post-dated checks, cash deposits, prepayments, depreciation, provisions, and allowances. Compiled, analyzed, and disseminated critical financial data. * Approved petty cash reimbursements and made timely decisions as needed. * Utilized advanced Excel tools for Management Information Systems (MIS) and reporting. Recognized revenue, classified it, and created ageing schedules for debtors and creditors, including cash flow projections. * Performed trend and vertical analysis of financial statements for forecasting.   **Oct 2012 – Mar 2013: Siddhivinayak Infrasystems Pvt. Ltd., Navi Mumbai**  **Manager Accounts & Finance**  Key Deliverables:   * Oversaw the development and implementation of long-term financial strategies to maximize profits and reduce costs. * Ensured timely and accurate financial reporting, including balance sheets, income statements, and cash flow statements. * Directed the preparation of annual budgets and financial forecasts, comparing actual results with projections regularly. * Coordinated with internal and external auditors to facilitate audits and ensure compliance with financial regulations and standards. * Supervised the accounts payable and receivable teams, ensuring efficient processing of transactions and maintaining healthy cash flow. * Held accountable for supervising the tax planning and compliance activities, complying with tax laws and regulations.   **PRIOR WORK HISTORY**  **Dec 2008 – Sept 2012: Revmax Telecom Infrastructure Pvt. Ltd., Navi Mumbai as Asst. Manager Accounts & Finance**  **Client**: Airtel, Vodafone, Reliance, Idea, Tata Communication & Tata Teleservices  **Sept 2005 – 2008: Al Mansoor International Co LLC, Muscat – Oman (Al Sulaimi Group) as Sr. Accountant**  **Jul 2003 – Aug 2005: Revmax InfoTech, Andheri, Mumbai**  **Accounts In-Charge**  **Jul 2001 – Jun 2003: C.V. Vaidya & Associates, Khed, Ratnagiri**  **Accounts & Audit Assistant** |