

CURRICULUM VITAE



SHIRAZ ISMAIL

Kochi

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Professional, well experienced. Areas of expertise – Finance, Accounts and Management. Experienced in Company, Trading, Wholesale, Retail, IT and Manufacturing. MBA Finance, done after B.Com

Goal

To contribute my high - qualification, experience, professionalism and skills towards the profitability and success of an organization. Looking for a position on Finance / Accounts / Management.

Academic Credentials

- 1) **Master of Business Administration, with specialization in Finance (Duration: Two Years). Manonmaniam Sundaranar University – India (2011)**
 - 2) Degree of Bachelor of Commerce, with Cost Accounting. Mahatma Gandhi University – India (1992)
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Software Proficiency / Skills / Achievements

- ✚ TallyPrime
- ✚ Baan
- ✚ Windows Professional
- ✚ Microsoft Office
- ✚ Different Finance / Accounting ERP such as Peachtree, PACT etc.

Training Course

- ❖ From Lakhotia Computer Centre (Corporate Office - Calcutta - India)
1996: WINDOWS, MS-DOS, MS-EXCEL, MS-WORD, and LOTUS 1-2-3
 - ❖ Successfully completed a course on Personal Effectiveness conducted in-house on S. S. Lootah Trading, Dubai by Dr. Bharath Chandra, Chairman, Winner Institute, India on 2014.
 - ❖ Attended a work shop on GST conducted on 21st September 2016 headed by the then Honorable Finance Minister Dr. Thomas Isaac at IMA House, Kochi.
 - Excellent communication skill.
 - Leadership skill to manage a group of people.
 - Effective team player.
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Professional Experience

03/05/2018 to 31/03/2022

Finance Head

Cybase Technologies Private Limited, Kochi

Private Limited IT company mainly working in the field of Information Technology. Also does business on Logistics, Trading and Business Consulting.

- As a Finance Head make sure the entire finance operations runs in the best way.
- Worked out the Budget for five years and on each and every quarter Variance are worked out with proper reason.
- Audited internally the financials and corrections are done also lot of improvements are made.
- Do all GST filings and finally reconciliations for Audit purpose also.
- Conducts studies and submits recommendations for improving the organizations accounting operation.
- Co-ordinate between all the banks, get the Balance Confirmations for Audit.
- Give all reports and all documents for Audit.
- Prepare the different schedules for Audit. Make ready Financials for Audit. Be with the MD and explain the report to him, to finalize the Audit Report. Finally get the Directors Report signed by the Managing Director & Director.
- Ensure that financial and management information on the operations of the company are provided on a regular and efficient basis and plan for optimal utilization of financial and other resources and for determining cash flow / funding requirements.
- Prepare Pay roll and make payments through Bank and Cash.
- Fixed Asset Management.
- Manage Accounts Receivable.
- Prepare monthly Financial Reports to the Managing Director.
- Closely working with the Developers by providing functional support in order to bring out an Accounting ERP. Provide complete and seamless support for the development of FinTech product.

15/05/2015 to 31/03/2018

Finance Manager

Tax Point, Kochi

Tax Point is a leading consultancy organization, having skilled workforce. Consultants on Accounting, Business Formation, Taxation and many more financial fields.

For one of the client

- Finance control, first thing in the morning prioritize the payments taking into consideration the available balance and the collection expected and other cash inflows. Transfer the funds according to the requirements in between different banks.
- Projected Costing and Actual Costing, as soon as Commercial Invoice & Packing list is received from Purchase department, will make Projected Costing and once the container arrived and reach the Warehouse will make Actual costing for the same items the Projected Costing is made.
- Cash flow - Daily Cash Flow, Weekly Cash Flow, Monthly Cash Flow and Annual Cash Flow.
- Budget V/s Actual Analysis and Indirect Expenses review, here give a clear picture if anything goes above the budget, if anything unusual, control the expenses with in the budget.
- Manage the Finance department. Clear instructions are given from time to time for the staff and when needed.
- Conduct interview for Finance department staff.
- Approving and planning the payment of GST, TDS, Income Tax and others.
- Manage the work of CFO when he is on leave in the best way, leave of CFO is for months sometimes. Other works done are as below -
- Dealt with a Partnership business formation for one of a good client. This work starts from Rental Agreement, then Cochin Corporation License, Pan Card and ends with KVAT & CST Registration.
- Coordination for Private Limited Company incorporation for another good client, as the work was completed superbly, post incorporation work also received and that too completed.

- Conducted meeting with different type of customers, mainly customers with lot of branches, for their tax filings, the result was positive as I could convince our extremely good service (as seen in Dubai & other international cities) and best rates.
- Maintained good relationship with Bank Managers, Tax Officers, Government Department, Officers at Local Authorities & Associations.

14/07/2012 to 30/04/2015

Chief Accountant (Finance Head)

S. S. Lootah Trading – Building Material Division, fully owned arm of S. S. Lootah Group, Dubai

SS Lootah Group, are one of the largest local conglomerates based in Dubai, established in the year 1956 having much diversified business and joint venture activities. It is a Billion (US) Dollar Group.

- Manage the Finance Department, responsible for the smooth running of the department and make sure all systems are maintained. Supervise and schedule work of my staff and make sure whole entries are posted, verify and if there is any mistake, to correct it. Initially reporting to the Director and later to Executive Director.
- Review current system of internal controls, reports on strengths and deficiencies and recommend and implement strategies.
- Present monthly Trial Balance, Income Statement & Balance Sheet to the Management.
- Monthly reports on budgets – budget, actuals v/s variations.
- Costing of the imported items and make sure that a good Margin is maintained.
- Preparing the commission for the whole staff, by taking into consideration a lot of parameters.
- Prepare various Management Reports.
- Organizing meetings with different departments and head the meetings. Attend the weekly meetings and to present different observations and strategies, answer queries of various departments if any. Follow up with Sales Manager and others for progress; finally make sure the matter is executed.
- Made policies for Finance department and amend / delete the existing policies when needed.
- Focal point for contact and communication for corporate matters for Group Companies and other clients.
- Time to time executing different assignments given by the Executive Director.
- Prepare the different schedules for Audit, be with the Auditors at the time of Audit, right from the start to the end. Be with the Top management on the final Audit meeting to get the Audit Report, explain the report to the Top management, and take their signature at last, so Audit Report is finalized.
- Looks after the work of Administration Manager while he is on leave.

24/01/2008 to 31/03/2012

General Accountant

Cosmoplast Industrial Company (L.L.C.), belongs to Group Harwal, Sharjah

Harwal Group is an International Investment and management conglomerate with extensive experience in manufacturing processes spanning over 70 years, spread across the world. Cosmoplast is an ISO certified MNC.

- One of the Portfolio is looking after the business related with Group Companies, transactions - finalization, do monthly reconciliations and take balance confirmations. Reports to the Group Finance Manager. Make ready for the month-end closing, related to Group Companies. Verifies the work of staff who reports to me.
- Manage Accounts Receivable and Accounts Payable of Group Companies.
- Costing, here mainly staff and vehicle.
- Looking after some key accounts (Directors A/C, Control A/C and Suspense A/C).
- At the time of year end and mid-term audit preparing the audit schedule, answering the queries of Auditors and submitting the balance confirmations to auditors - M/S Deloitte & Touche.
- In-between looked after the advance payment and balance payment for Import and Raw Material payments in different currencies totaling to millions, here a well co-ordination with banking and

logistics departments is needed. Payment which is prepared is sending to bank after the approval of various positions which include Internal Auditor, payments are done through Trust Receipt.

- Later also handled payment section, make cheque payments in the company's specially printed cheques.
- In-between also looked after payroll of whole employees, which include around 1500 persons from different nationalities. This also includes leave settlement, final settlements, advance salary, advance HRA etc.

March 2003 to December 2007

Finance Manager

Rokn Pharmaceutical Group, Dubai

- Cash Flow Management.
- Prepared Business Plan as part of business expansion.
- Forecasting and Budgeting.
- Prepare Bank Reconciliation Statement.
- Evaluating competition, and developing product prices.
- Review Prepayments & Accruals.
- Ratio Analysis.
- Make recommendations regarding cost saving and profit generating opportunities and profitability improvement strategies.
- Oversee financial operation and assess sustainable profitability.
- Manage relationship with other principals, Banks and other external finance institutions and consultants, also deal with Government departments. Verify legal documents.
- Development and implementation of continuous improvement initiatives to improve company processes to reduce overheads and increase efficiency.
- Serve as the financial advisor, establish financial targets and plans, analyze actual results, and recommend actions to achieve financial objectives. Manage treasury.

April 1998 to February 2003

Chief Accountant

Al Iman Group (Retail Outlets of Pharmacies), Dubai

- Facilitated communication with Auditors.
- Do monthly closing.
- To prepare MIS.

June 1994 to March 1998

Chief Accountant

Darwish Trading Company, Dubai

- Handle all banking transactions, including Over Drafts, LC etc.
- Assist the manager.

Gender: Male

Date of Birth: 02/12/1971

Nationality: Indian

Marital Status: Married

Driving License: Yes

Languages: English, Malayalam and Hindi
