Hussain Moh’d Al Asfoor

Ma’ameer, Kingdom of Bahrain

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Middle Management - Finance & Accounts

*Senior accounting professional with over 16 years of commendable experience in Accounts & Finance including Budgeting & MIS, Payables, Receivables Management for growth-centric organisations*

* Technical accounting skills and a practical knowledge of how to apply accounting and business knowledge.
* Sound analytical skills to identify process controls, gaps and mitigate the identified issues.
* Evolved Technical skills to accommodate emerging technology solutions during automation of financial calculations.
* Adept at working in high pressure environments with strict deadlines and multiple deliverables.
* Strong team leader builder and facilitator, fostering an atmosphere that motivates highly talented professionals to balance high-level skills with maximum productivity.
* An effective communicator with excellent relationship building & interpersonal skills with proficiency in explaining complex financial data.

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| **Core Competencies**   * **Strategic Planning ~ Budget Development and Management ~ Cash Flow Management ~ P&L Management** * **Reconciliations ~ Variance Analysis ~ Audit Compliance ~ Statutory Compliance ~ Inventory Management** * **Accounts Receivable/Payables consolidation ~ General Ledger A/c consolidation ~** **Team Leadership** * **Payrolls MIS and monthly reporting ~ Technical Skills - ERP Oracle, Peachtree, AS400, Sage and MS Office** |

**Functional Skills**

**Finance & Accounts:** Overseeing preparation of statutory books of Accounts, Fixed Asset Register, Bank Reconciliation, Party Reconciliation and Consolidated Reports in compliance with time & accuracy norms. Handling financial statements including Trial Balance, Profit & Loss A/c, Age-Wise Accounts Payables and Receivables Statements and Balance Sheets.Monitoring day to day bank transactions, bank reconciliation, inventory reconciliation, inventory management, invoicing and periodical bank submissions.Reviewing existing processes, defining new processes where required and ensuring that no audit queries are raised in the yearly audit.

**Budgeting & MIS:** Formulating annual budgets and conducting variance analysis to determine difference between projected & actual results and implementing corrective actions.Preparing the MIS reports, Cash & Fund Flow Statement, Balance Sheet, Audit Reports and other financial reports to keep a track of financial performance.

**Audits and Internal Controls:** Conducting audits; evaluating the internal control systems with a view to highlight shortcomings & implementing recommendations made by Internal Auditors.Computing & arranging for timely deposit of taxes and filing of returns for timely completion of assessment and ensuring statutory compliance.

**Account Payables:** Preparing month-end account reconciliations (primarily cash, accrual and prepaid accounts)**.** Reviewing invoices to ensure that all the information appearing on them is accurate and complete**.** Verifying that payable transactions comply with financial policies and procedures**.** Processing transaction reports (aging, payment, etc.) after data entry**.** Monitoring accounts aging to ensure payments are up to date**.** Reconciliation of vendor statements, research and making corrections of discrepancies**.** Ensuring the confidentiality and security of all financial files. Ensuring financial closure of Accounts Payable Module in a timely manner.

**Payrolls:** Preparation of monthly salary, Overtime, Staff vacation settlement, Final Settlement of Dues etc…

**Work Experience**

Unifinance Accounting Services

**Partner,Jan 2010 till date**

PYRAMIDS CONSULTING CENTRE

PROJECTS ADVISIOR & Tutor, APRIL 2013 TILL DATE

The 9th Training Centre

**Part time instructor,Dec 2015 till date**

Score Training Institute

**Part time instructor,Sep 2015 till date**

AL AHLI HOSPITAL, Qatar

**Accounts Supervisor – Budget & MIS** , *November 2013 To September 2015*

*Key Deliverables*

* Provide analytical support to all internal operating departments.
* Coordinate and support to the top finance management team.
* Provide assistance in preparation of annual budget and strategic plan.
* Prepare monthly or periodical financial reports, statements and operating reviews.
* Organise, maintain and manage all the financial data.
* Perform financial analysis of actual versus budgeted to calculate and analyse the variances.
* Analyse General Ledger accounts and prepare summaries reports.
* Other accounting functions as may be assigned.
* Prepare for and ensure all processes are complete for timely monthly closing of accounts for finalisation.
* Prepare for and coordinate the conduct of audits (annual, internal and interim).
* Plan and carry out assignments with minimum supervision, and report regularly to the Finance Manager/Chief Financial Officer to discuss the progress or new discrepancies, which require advice.
* Extend support to the other functions in the Finance Department on need basis.
* Special Assignments as may be required by the management.
* Manage job allocations for subordinate staff.
* Ensure compliance/adherence to the Hospital’s and Finance Department Policies and Procedures, Code of Ethics and report any deviations/noncompliance

**Account Payables Supervisor**, *Apr 2012 till October 2013*

*Key Deliverables*

* Efficiently leading the Accounts Payable team of 4 subordinates
* Ensure that the payments are made within the credit period and bank accounts balances
* Prepare the monthly cash outflow forecast after collating the data from accounts receivables, cash and treasury, monitor the actual results with variances on weekly basis, and send the report to the CFO and finance manager
* Provide analysis and justification on the increase or decrease of the payables, costs, expenses...etc on monthly basis Reconcile the prepaid expenses and Accounts Payable postdated cheques on a monthly basis
* Bank Reconciliation for the payables and vendors accounts reconciliation
* Supervise the inventory controller
* Letter of Credits to overseas companies

**Account Receivables Officer**, *Jan2010-Mar 2012*

*Key Deliverables*

* Management and control of the Accounts Receivable & cash module.
* Ensure timely recording of all receipts and accuracy of data that flow into the Customer Ledger
* Ensure timely deposits of all cash and cheques as per the organization policy
* Prepare and report the Receivables ageing and monthly account reconciliations
* Follow-up with customers on a regular basis for payment
* Coordinate with Insurance department regarding Insurance receivables
* Ensure timely dispatch of Direct Billing invoices
* Comply with all processes for timely monthly closing of accounts for finalization
* Coordinate the conduct of audits ( annual, internal, interim )
* Plan and carry out assignments with minimum supervision, and report regularly to the Finance Manager
* Special assignments as may be required by the management
* Extend support to the other functions in the Finance Department on a need basis
* Periodically review the billing processes and suggest improvements
* Manage job allocations for subordinate staff
* Ensure compliance/adherence to the Hospital’s & Finance Department Policies & Procedures, Code of Ethics and report any deviations/non compliance

MOTOR CITY, (E.K.KANOO GROUP OF COMPANIES),Bahrain

**Senior Accountant,** *Nov 2005 – Sep 2009*

*Highlights/Achievements Snapshots*

* ***ERP Oracle System – Application Administrator***
* ***Member of Inventory management committee of E.K.Kanoo.***
* ***Lead Key User of the ERP program***

**Previous Assignments**

**Accountant**, Bahrain Asphalt Establishment (**Haji Hassan Group)**,Bahrain, *Dec**1999 - Oct 2005*

***Awarded the Employee of the Month in July 2004***

**Credentials**

**Academics**

* Bachelor Of Commerce, University of Madras, (2008)

**Professional Certifications**

* ACCA Level 1 Certificate, Association of Chartered Certified Accountant (ACCA) UK, (Jun’06)
* International Accountancy Diploma, Association of Accounting Technician (AAT) UK, (Jul’05)
* AAT Certificate (Foundation, Intermediate & Technician), Bahrain Training Institute, (Jun’05)
* Diploma in Neuro Linguistic Programming “NLP”, HRD Academy “UK”, (Jun’05)
* ISO9001:2000 Quality Internal Auditor Trainee Certificate, Itqan Management Consultancy, (Sep’04)
* Accounting Diploma, Delmon Academy, (Sep’99)
* IT Diploma, Delmon Academy, (Oct’97)

**Professional Memberships**

* Association of Chartered Certified Accountants (ACCA) 4060191
* Association of Accounting Technicians (AAT) 10044789

**Trainings/Workshops**

* Health Economics, London School of Economics
* COSO, Institute of Management Accountant, Qatar Chapter
* Qatar Exchange (Workshops on the Market of Stock Exchanges & Regulations)
* Valuation and Investment Management, Carnegie Mellon University Qatar
* Enterprise Risk Management & Financial Control from a Risk Perspective
* Secretarial Organization & Information Management
* Business Communication
* Team Building

**Personal Details**

**Date of Birth:** 28th August 1977; **Languages Known:** English, Arabic; **Nationality:** Bahraini; **Marital Status:** Married

**References**

**Qatar References Bahrain References**

**Mr. Isam O’Kunna**

Finance Manager, NHIC, Supreme Council of Health

**Contact:** +974 6631 3161

**Mr. Bilal Zibdeh**

Director of Marketing & Business Development,

Al Ahli Hospital

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**Mr. S.R. Srinivasan**

Group Financial Controller, E.K.Kanoo

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**Mr. Shaukat Lokhandwala**

Group Financial Controller, Haji Hassan Group

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