**Abdul Jamal Nazar**

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**CAREER OBJECTIVE**

**To be part of an organization that offers opportunity to fully utilize and enhance my skills and knowledge for continued professional growth and development, to provide quality service in standard to which your company maintain. To grow along with the company and attain the senior most position in the organization.**

**SUMMARY OF SKILLS**

**More than Twenty-Seven years of professional experience in Accounting/Auditing**

**Extremely detail oriented, enjoy working in a high volume and fast paced environment with an emphasis on accuracy and timeliness**

**High aptitude for effectively prioritizing and solving problems**

**Comprehensive knowledge of bookkeeping, preparation of Trial balance, Profit & Loss Account and Balance Sheet**

**Possess excellent accounting, auditing and administration skills**

**Management oriented with good communication and reporting skills**

**Ability to provide reports in a quick and efficient manner**

**Knowledge of stock maintenance, work out costing, follow up on customer outstanding, payroll maintenance, bank reconciliation and cash handling with ability to prepare and maintain vouchers**

**LANGUAGES KNOWN**

**English, Tamil, Malayalam, Hindi**

**EXPERIENCE**

**California Endive Farms (Rio Vista CA, USA)**

**Sep 2018 to Aug 2019**

Controller

 ***Responsible for the recording of daily transactions relating to cash transactions, accounts payable transactions, payroll transactions, for the completion of accurate and timely accounting records and for the preparation of financial and regulatory reports, based on those records.***

***Other responsibilities include performing account analysis, preparing account reconciliations, preparing accounting statements and reports, and coordination and management of account reporting and filings.***

***Plans, coordinates and resolves accounting matters with other Accounting members, departments, locations and divisions.***

***Accounting policies and procedures are established to ensure that all financial transactions are executed and documented in accordance with generally accepted accounting principles.***

***Findings and recommendations are presented to senior management.***

***Recommends changes to policies and establishes procedures that affect the immediate function.***

***Monitor projects to ensure completion on schedule and within budget.***

 ***Assist with the preparation of financial statements and audit schedule for the year ending, preparing audited financial statements and related footnotes.***

***Manage a small team of accounting specialists in the execution of daily tasks.***

***Prepare monthly, quarterly and annual G/L closings including preparing and entering journal entries, fixed asset tracking and account reconciliations ensuring that all accounting functions are carried out in a timely and thorough manner.***

***Manage a variety of accounting activities including general ledger preparation, financial reporting and year-end audit preparation.***

***Essential Functions:***

***Maintain accurate fixed asset records in accordance with capitalization policy.***

***Complete month-end close process including journal entries and account reconciliation.***

***Maintain a thorough understanding of financial reporting and general ledger structure to maximize the facilitation of both current and future reporting requirements.***

***Responsible for accurately preparing certain account reconciliations and reviewing them with the CFO.***

***Assist CFO and department with the design and implementation of policies and procedures, special projects and reports, including the development of Financial Statements and related analysis as needed.***

***Develop and maintain the system of internal accounting controls and financial reporting.***

***Identify project related risks and develop mitigation plans.***

***Maintain state registrations, business and tax licenses.***

***Analyze company financial performance and provide strategy to lower costs and improve profit.***

***Protect organization’s value by keeping information confidential.***

**Tez Marble Inc. (Oakland CA, USA)**

**Dec 2016 to Aug 2018**

Accounting Manager

 ***Responsible for managing the general ledger processes and systems, with financial reporting***

 ***The primary responsibility is to produce monthly financial statements that are accurate, timely and in accordance with Generally Accepted Accounting Principles (GAAP).***

***Duties include, but are not limited to:***

***Creating and entering standard journal entries.***

***Set up recurring journal entries as necessary.***

***Update Fixed Asset records and inventory system.***

***Ensure accurate integration of subsystems into general ledger.***

***Ensure all transactions are in accordance with generally accepted accounting principles and relevant regulatory guidelines.***

***Reconcile all bank accounts monthly***

***Suggest recommendations and participate in improving the accounting processes.***

***Assist in the development of internal control activities, accounting policies, and procedures.***

***End to end Accounts Payable process including invoice analysis, coding, and communications with vendors and coordination with program managers.***

***Review and close subsystems monthly.***

***Responsible for day to day finance and accounts operation***

***Prepare monthly, quarterly and annual G/L closings including preparing and entering journal entries, fixed asset tracking and account reconciliations ensuring that all accounting functions are carried out in a timely and thorough manner.***

**Safina International Limited (Kampala, Uganda)**

**Nov 2003 to Oct 2016**

Head of Finance & Administration

***Responsible for day to day finance and accounts operations***

***Perform full set of accounts and ensure timely closing of accounts***

***Responsible for timely monthly consolidated financial statements, payments, cash-flow management reporting for submission to HQ in U.A.E***

***Review & approve payment vouchers & journal entries***

***Develop and maintain internal control and effective accounting system and policies for the set up***

***Maintaining accurate and up to date records of all financial transactions***

***Recording, classifying and summarizing financial transactions and events in accordance with accepted local accounting principles and financial reporting standards***

***Using various software applications, such as spreadsheets, relational databases, statistical packages, and graphics packages to assemble, manipulate and/or format data for accounting and reporting purposes***

***Computation and payment of staff salaries on a monthly basis***

***Reconciliation of bank statements***

***Cooperation with external auditors to carry out annual external auditing***

***Handle full spectrum of financial and cost accounting role e.g. AR, AP, GL, forecasting, budgeting etc***

***Preparation of monthly, quarterly and annual financial reports***

***Respond to accounting inquiries from management in a timely fashion***

***Assist in auditing activities by providing necessary information and preparing requested documentations***

**Baniyas Building Materials Co., L.L.C (Abudhabi, U.A.E)**

**July 1999 to May 2003.**

Finance & Inventory Controller

***Overview the day to day activity of the finance team and ensures the companies finance function is organized and efficient and produces accurate financial and management accounts***

***Management of the finance function and overseeing the finance team***

***Preparation of budgets, forecasts and cash flows***

***Maintenance of financial ledgers and accounting processes***

***Preparation of Monthly Consolidated P&L and Balance Sheet***

***Timely production of statutory and internal financial reports***

***Ensuring that appropriate systems and internal controls are implemented and maintained***

***Overseeing the Payroll process***

***Ensure all financial reporting requirements to internal and external parties are prepared and submitted accurately and within the agreed deadlines***

***Review and provide accurate and timely commentary on monthly results versus budget & last month***

***Review all Balance Sheet reconciliations timely and in line with the timetable***

***Develop processes to ensure efficient and effective management of the company's resources***

***Monitor and control the accounting system to ensure that the integrity of the system is maintained at all times***

***Recommend changes that will improve the company's financial performance and financial controls***

**Ramesh Babu & Associates, Chartered Accountants (Chennai, India)**

**Sep 1995 to Mar 1999**

Audit Manager

***Reporting to Director or Partner and responsible for a number of audit teams as follows:***

***Provide management over a portfolio of clients and deliver high quality audit service, including preparing and reviewing audit plans and work.***

***Achieve team and individual budgets and business plan/ performance objectives.***

***Manage project financials, including budgets, timely billing and collection and variance recognition.***

***Maintain the highest technical and professional standard.***

***Think strategically about client needs by understanding their business and key risks.***

***Addressing the situation before they come crises and develops solutions to avoid recurrence.***

***Provide additional help and guidance to clients on a consultancy basis.***

***Participants in the development of ways to meet client needs, contributes to proposal delivery.***

***Identifying ways to maximize the relationship with clients and deliver added value.***

***Monitor and control auditing staff.***

***Take a leadership role in professional, business or community organizations.***

***Coach, train and develop auditing staff to upgrade their knowledge.***

***Be seen as a role model for auditing professionals.***

***Carry out practice management activities e.g. resourcing client billing etc.***

***Undertake wider office activities, as required.***

**Ramesh Babu & Associates, Chartered Accountants (Chennai, India)**

**Sep 1992 to Aug 1995.**

Accounts & Audit Assistant

***To work within the accounting and financial department and is charged with reviewing the company's financial reporting systems and policies and see if the financial reports are accurate, complete and in accordance with local, national and federal audit requirements and standards.***

***Examine the results of previous audits, in order to understand the processes that are specific for the particular client.***

***Reconciliation of account balances with credit institutions.***

***Check for the balance sheet date of certain assets and the accuracy of the reflection of their value.***

***Confirm complete list of vendors and its accuracy.***

***Study inventory methods used by the client and conduct inventory checking.***

***Check existing processes and controls.***

***Provide significant help and support to senior professionals to review a corporation's internal controls and procedures.***

***Analyze and evaluate the accuracy of accounting systems and procedures.***

***Review, develop and recommend changes in accounting systems and controls of a business.***

***Check and inspect the accuracy of accounts receivable and payable ledgers.***

***Develop and maintain the clients and business partners' databases.***

***Create and manage budgets, balance sheets and other related financial statements.***

***Analyze and recommend changes in internal audit controls.***

***Ensure compliance with local, national and federal audit policies and regulations.***

***Identify and evaluate procedures and policies in tax reporting processes.***

***Prepare audit paperwork in accordance with standards and requirements.***

***Establish working relationships with company's staff, business partners and clients.***

**EDUCATION:**

***Doctor of Business Administration* (DBA - Finance)**

**International American University** – Los Angeles – CA

***Master of Business Administration* (MBA - Finance)**

**International American University** – Los Angeles – CA

***Chartered Accountant (CA)***

**Institute of Chartered Accountants of India -** Chennai – India

***Bachelors in Accounting* (B.Com)**

**University of Madras –** Chennai - India

**COMPUTER SKILLS**

**Accounting Software: Microsoft Dynamics – Great Plains, Data Tech, Quick Books, SAP Business One, Tally ERP 9**

**Microsoft Word, Excel, Outlook**

**Oracle – Sql/PLSql developer**

**REFERENCES:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  **NAME** | **POSITION** | **COMPANY** | **PHONE** | **EMAIL** |
| **Anthony Wyatt** | **Group Controller** | **Planasa Inc (California Endive Farms)** | **+1 530-351-2136** | **anthonyw@planasa.com** |
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