

TAREQ NASRIDDIN

Abu Dhabi, United Arab Emirates

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Mobile: +971-553469320

OBJECTIVE

A management professional with 15+ years of exceptional track record in handling high and low end aspects of finance, accounting and auditing, possessing allied exposure in administration and HR, seeking a senior position with a dynamic organization to apply accrued skills in making tangible contributions to the overall financial bottom-line.



KEY SKILLS

- Financial Management, Administration, Analysis and Strategizing, Auditing
- Strategic Business Development, Financial Structuring, Accounting Standards
- Risk Management, Cash and Funds Flow Management, Accounts Consolidation, Financial Reporting
- Balance Sheet, Profit and Loss Account, Management Accounting and Financial Analysis
- Accounting Management, Credit/Cost Control, Journal, Ledger, Inventory Management, Costing
- Employee Performance Management, Budgeting and Forecasting
- Leadership, Innovation, Problem Solving, Analytical Thinking, Team Building
- Communication, Interpersonal Skills, Ability to work under pressure
- Computer Related Skills: MS Office, Internet Applications, Oracle ERP R12, VB Programming Skills

PROFESSIONAL EXPERIENCE

Finance Manager
Prophsier LLC, Dubai, United Arab Emirates

September 2012 – Present

Key Responsibilities:

- Manage and oversee financial disciplines, including working capital, capital; expenditures, debt levels, strategic planning, financial budgeting and forecasting, maximizing/optimizing cash flows and management reports to align to the company's operations.
- Spearhead development and implementation of group accounts consolidation, financial policies, systems and procedures to ensure smooth cash flow and streamline budgets.
- Communicate effectively with auditors, company executives and functional managers to implement accounting procedures across departments in line with to ensure compliance to applicable GAAP, IFRS, IAS, local accounting and legal requirements.
- Drive and monitor various processes such as accounting, budgeting, internal and external reporting and adherence to financial policies and procedures
- Compute operational and maintenance cost estimates. Devising section budgets and effecting cost cutting measures in coordination with line managers to maintain adherence to the same and deliver quality service.
- Develop and implement the appropriate financial systems that allow budgeting, forecasting, analysis, decision-making and financial reporting in an accurate and efficient manner;
- Support Subsidiary.
- Prepare and review Profit and Loss and associated financial statements, summaries, other cost-benefit analysis and drafting financial management reports as per organizational policies and procedures.
- Provide regular reporting monthly and on ad hoc basis for the executive director and board of directors, including cash flow, financial benchmarks and long-term financial forecasts.

Finance and Administration Manager
Abu Dhabi National Carpet Factory, Abu Dhabi, United Arab Emirates

July 2004 – June 2012

Highlights:

- Played a pivotal role in implementing Oracle ERP Suite R12 system.
- Instrumental in formulating policies, procedures and internal controls (Management by Exception).
- Designed manufacturing, finance, supply chain and sales related work flows resulting in reduction of working capital and better cash flow position.
- Played a key role in restructuring and redefining job descriptions, responsibilities and competencies.
- Instrumental in implementing daily cash flow reporting, resulting in significant reductions in finance cost and liquidity.
- Successfully improved financial reporting and analysis systems, introduced and expanded critical management reports and timeliness of rendition.

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- Developed and Designed Different costing methodologies within the manufacturing processes (Batch Costing, Job Costing, and Operating Costing).
- Successfully improved Costing reports and costing analysis, introduced and expanded critical management reports and timeliness of rendition.
- Developed Costing Modules increasing the Efficiency of both Production and Management Reporting.
- Played an active role in improving company's credit rating by instituting sound cash management policies.
- Responsible for setting up the Human Resource and Administration Department and defined policies, procedures and internal controls.

Key Responsibilities:

- Managing and overseeing all financial disciplines, including strategic planning, financial budgeting and forecasting, maximizing/optimizing cash flows and management reports to align to the company's operations.
- Directing a team of highly qualified finance professionals in planning and evaluating the finance department operations and implementing control measures to ensure the economic viability and operating efficiency of the company.
- Spearheading development and implementation of group accounts consolidation, financial policies, systems and procedures to ensure smooth cash flow and streamline budgets.
- Communicating effectively with auditors, company executives and functional managers to implement accounting procedures across departments in line with IFRS, IAS and local accounting and legal requirements.
- Computing operational and maintenance cost estimates. Devising section budgets and effecting cost cutting measures in coordination with line managers to maintain adherence to the same and deliver quality service.
- Preparing and reviewing Profit and Loss and associated financial statements, summaries, other cost-benefit analysis and drafting financial management reports as per organizational policies and procedures.
- Providing regular reporting monthly and on ad hoc basis for the executive director and board of directors, including cash flow, financial benchmarks and long-term financial forecasts.

Oct '04 - Dec '04: Concurrently worked as Chief Accountant and Acting Finance and Admin Manager:

- Spearheaded the development and implementation of financial policies, systems, procedures and guidelines to ensure smooth cash flow, streamlining budgets, establishing stringent procurement and expense guidelines.
- Evaluated financial reporting systems and accounting procedures to recommend/effect requisite modifications in operating systems, budgets and other financial control functions in liaison with senior management.
- Administered the assigned accounts in accordance with organizational policies and objectives.
- Assisted in the development and implementation of reporting procedures, oversaw the maintenance of accounting and financial records while ensuring strict adherence to organizational policies and procedures.

Jul '04 - Oct '04: Concurrently working as Chief Accountant:

- Prepared and reviewed all monthly/annual financial statements including P/L, Balance Sheets and associated financial statements, monthly closing of accounts, AP/AR, summaries, cash flow projections, branch reconciliation statements, aging analysis report, other cost-benefit analysis and financial management reports.
- Facilitated internal audit of company's accounts and provided required reports/information to the auditors to assure timely completion in compliance with established audit processes.
- Kept complete, accurate and systematic set of records for all accounting transactions personnel accounts pertaining to all branches.

Internal Auditor

February 2000 - May 2004

Qatar Armed Forces – Payroll Directorate, Doha, Qatar

Key Responsibilities:

- Performed general accounting functions, including operation of the general ledger system, journal entries and month end closing of funding account.
- Preparation monthly financial statements, trial balance, bank reconciliations enabling smooth finalization of accounts.
- Analyzed general ledger accounts to determine their accuracy and ensured all funds are in balance. "the funding account"
- Preparation of the yearly budget for the Directorate and monitoring the monthly actual versus budget
- Examined/analyzed journal/ledger entries, expenditures, other accounting/financial records, documents and systems to ensure accuracy and compliance with established accounting standards and procedures.

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- Handled other procedures related to funding the training and the assignments out of the country, and make all the required communications with Qatar Embassies to insure smooth payroll transfers.

Accountant

February 1997 - January 2000

International Tobacco and Cigarettes Co (ITCC) Manufacturing Cigarettes, Amman, Jordan

Key Responsibilities:

- Managed all financial and accounting operations including but not limited to accounts payable, receivables, reconciliation, advances/replenishment, revenues and deferrals.
- Analyzed general ledger transactions to determine their accuracy to ensure that all finances are in balance.
- Monitored and managed banking relationships, bank reconciliation statements, cash flow, short and long term debts, internal controls authorizing client credit limits, fixed asset purchases and petty cash expenses.
- Implemented and maintained systems, procedures and policies, including accounts payable functions in adherence to company guidelines.
- Supervised work of staff accountants processing auditing payroll/ accounts payable, cash receipts, inventory/fixed asset records of the company. Monitored day-to-day operations relating to follow up on outstanding payments and work instructions.
- Reviewed financial aspects of new business opportunities, prepared business case studies, assessed risks and financing strategies for key opportunities.
- Handled all financial statements including monthly/financial statements, monthly closing of accounts, monthly accounts payable, accounts receivable and monthly cash flow statements.
- Proffered weekly reporting of invoicing totals/aging totals and cash receipts to the senior management for providing recommendations for the same.

EDUCATION

- ❖ **Amman Private University**, Amman, Jordan
Bachelor's degree in Accounting (June 1996)
- ❖ **Other Training & Certifications:**
 - Jan 2004: Al-Zakah Accounting
 - May 1999: General Sales Tax, Jordan
 - June 1998: Effective Budgetary Planning Inclusive
 - Jan 2005: Performance Management Training Course
 - June 2005: Documentary Credits/Letter of Credits
 - April 2007: Project Management Professional (PMP)
 - June 2007: ISO 9001 Quality Management Sys, Internal Auditor
 - Nov 2007: Strategic Negotiations, The Art of Influence
 - Jan 2008: Business Leaders
 - Feb 2008: Developing a Leading Edge Business Strategy
 - Aug 2009: Fundamentals of Corporate Governance
 - Certified Public Accountants (CPA)

PERSONAL DETAILS

- **Date of Birth:** 7 March 1974
- **Nationality:** Jordan
- **Visa Status:** Residency Visa (Transferable)
- **Marital Status:** Married
- **Driving License:** UAE
- **Languages Known:** English and Arabic

REFERENCES

- ❖ **Samir Ramadan** - Ex-CEO ADNIP Group
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