



CURRICULUM VITAE

sajbasha@hotmail.com

Mobile: - 0558791893

Career Objective:

To achieve wide range of experience in varied fields and gain knowledge which will help in realizing the set of goals in an organization in an efficient & effective manner. To work with the team in an organized and co-ordinated manner in achieving the set goals of the organization by extracting the best of skills from the members of the team. Looking forward to new challenges and achieving them in a timely manner.

Personal Data

Name : A.M.SAJID BASHA
Date of Birth : 02nd June, 1967
Nationality : Indian
Religion : Islam
Marital Status : Married with 3 children

Educational Data

Academic : B.com (University of Madras)
(Passed in 1988 with First Class)
Professional : F.C.A.,(Passed in Nov'93 from Institute of Chartered
Accountants of India)
I.C.W.A.(Final)
Computer : 3 months computer course in Institute of
Chartered Accountants of India.
Conversant with Microsoft Windows & Office.

Underwent Training in Holland for Depot Operating
Systems based in Unix.

Experience Data

Mar 2011- till date : Working as "Financial Controller" in Al Etimad and
Abyaar Modern Business Solutions Co., Ltd (Visa Processing
Services) handling Visa Outsourcing of UK, Schengen, Australia,
Malta and Indian Missions. Total Turnover is around SR.60
Million.

Job Description :

Managing Finance Dept of two companies independently, Involved in streamlining process of the companies relating to Finance and controlling the costs by analyzing the actual with Budgets, and seeking clarifications from the operations and helping operations by providing different reports relating operational efficiency to achieve set targets.

Preparing and finalizing independently Financials on a monthly basis submitting to the COO and Group CFO. Liaison with External Auditors and Tax Auditors.

Involved in preparing budgets for the International MOFA project.

Aug 2001 – Feb 2011 :

Worked as “Finance Manager” in Port Services Containers Co., Ltd. (Joint Venture of Kanoo) an Off Dock Depot having an Yard of 223k m² area in Jeddah Islamic Port catering to major shipping Lines Like Maersk, UASC, CMA CGM, etc. Handling around 65k Teus (20’ equivalent containers) per month.

Having 3 warehouses of 20k m² area catering to major customers like Unilever Bin Zagr, Friesland Arabia and RPL etc. Providing Reefer Repairs inside the port and plugging facility inside the terminal. Container repair facility for the Shipping Lines and transportation kingdom wide is also being done. The total turnover per annum is around SR.40 Million.

Job Description :

Managing Finance & Admin Dept independently, preparing and finalizing statement of accounts on a monthly basis together with Management Report to the Board. Liaison with banks for L/cs & Loan facilities, and with Auditors. Controlling of receivables and inventory of spares through age analysis. Preparation of Budget and Capex . Involved in the preparation of Agenda and conducting of Board Meetings. Conducting management meetings together with the General Manager on a monthly basis to discuss variances with the Dept. Heads and suggest ways to improve productivity and reduce costs by analyzing various expenses with budget figures.

Looking after purchase of spares for the operations. Negotiating with the suppliers both inside as well as outside the Kingdom. Looking after all other administration affairs of the company. Deeply involved in costing and pricing of services and also Over saw construction of warehouse of 9k m² and asphaltting of yard along with technical expert and gained knowledge of how to negotiate and execute projects.

Sep 1996- June 2001 : Worked as “Finance & Admin Manager” in Ali Zaid Al Quraishi & Bros, (Samsung Watches Division) having an annual Turnover of SR.50 Million with 6 branches all over the Kingdom.

Job Description :

Managing Head Office & Branches accounts independently. Preparing and finalizing statement of accounts on a monthly basis. Liaison with banks for facilities including L/cs , MIS reports on a monthly basis. Close monitoring and control of receivables and inventory through age analysis and suggests ways and means to curb excesses. Preparation of budgets and analysis of variances if any with the General Manager & team.

Apr 1995- July 1996 : Worked as “Senior Accountant” in Al-Farabi Trading Co., based in Riyadh dealing in watches and sunglasses having branches in Jeddah, Dammam & no.of retail outlets in the Kingdom of Saudi Arabia with an annual turnover of SR.20 Million.

Job Description :

Looked after Accounts, Liaison with banks for L/cs & other facilities. Developed inventory control procedures, preparation of Financial statements on a monthly basis & MIS reports.

Apr 1993- Feb 1995 : Worked as “Chief Accountant” in S.M.B.Group of companies Head Office Based in Dubai U.A.E., having an annual turnover of approx.SR.30 Million in Textiles & Computer Division in Saudi Arabia.

Job Description :

Designed & implemented computerized system of accounting and inventory control, preparation of MIS reports.

1989-1992 : Worked as an Articled Clerk with M/s Khaja & Sait Auditors (Madras – India).

Job Description :

Undertaken various audit jobs of Manufacturing Companies, Banks and Partnership Firms and gained wide range of varied Experience in Auditing, Accounting and Company Matters.

Software used : Real World Accounting, Peach Tree Accounting Package USA.

Professional Training: Attended 2 days Training Seminars on IFRS conducted by E&Y and Jeddah Chapter of ICAI and also many seminars on Income Tax and Zakath conducted by E&Y.

Languages Known : English, Arabic , Urdu & Tamil.