

FAROOQUE A C

Finance Operations Analyst



✉ farooquemohdac@gmail.com

☎ 050 821 0658

📍 Dubai, UAE

🌐 Farooque AC

🎓 EDUCATION

Master of Business Administration (MBA) - Marketing
Bharathiyar University
2021 – 2023 | Kerala, India

Certified Management Accountant (CMA) - USA
Institute of Management Accountants
2020 – 2021 | Kerala, India
Course Completed

Bachelor of Commerce (B.Com)
Mangalore University
2016 – 2019 | Karnataka, India

👤 PERSONAL DETAILS

Nationality: Indian
Date of Birth: 07/08/1998
Marital Status: Single
Visa Type: Visit visa
Date of Expiry: 09/07/2024
Passport No: U2874962

💻 TECHNICAL SKILL

- Quick Books
- MS Excel
- MS Word
- MS Powerpoint
- Tally

✍️ LANGUAGES

- English
- Hindi
- Arabic
- Malayalam

👤 PROFILE

Analytically driven Finance Analyst with a solid background in financial modeling, data analysis, and forecasting. Seeking to utilize strong quantitative skills and industry knowledge to provide valuable insights and drive informed financial decisions in a dynamic organization.

📁 PROFESSIONAL EXPERIENCE

Finance Operations Coordinator

EDUGLOBAL VE OVERSEAS

04/2021 – 12/2023 | Kerala, India

- Coordinate financial operations, including accounts payable/receivable, expense tracking, and invoice processing.
- Serve as a primary point of contact for internal and external stakeholders regarding financial inquiries and requests.
- Assist in the preparation of financial reports, presentations, and analysis for management review.
- Facilitate communication between finance and other departments to ensure alignment on financial processes and procedures.
- Monitor and maintain financial records and documentation, ensuring accuracy and compliance with policies and regulations.

Finance Controller

7 Days Hypermarket

08/2020 – 03/2021 | Kerala, India

- Conducted financial analysis to support decision-making processes, including budgeting, forecasting, and variance analysis.
- Prepared monthly, quarterly, and annual financial reports for senior management, providing insights into business performance and trends.
- Developed and maintained financial models to assess the impact of strategic initiatives on the company's financial position.
- Collaborated with cross-functional teams to optimize financial processes and drive cost-saving initiatives.

🧠 SKILL

- Financial Administration
- Accounting Principles
- Budget Management
- Risk Management
- Financial Reporting
- Data Analysis and Management
- Financial Modeling
- Organizational Skills
- Problem Solving
- Interpersonal
- Communication
- Team-Collaboration

✍️ DECLARATION

I am here to declare that the above information is true and fair to the best of my knowledge and belief.

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